E-rate Form 471 for Category Two: Funding Year 2019

Tuesday, January 29 10:00 to 11:30 ET

(9:00 to 10:30 CT)

Lauren Abner Kentucky Department for Libraries & Archives lauren.abner@ky.gov



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Disclaimers (1/2)



- This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. Official guidance can only come from the FCC and USAC.
- USAC may update the application portal or the procedures after today's presentation. What I present is correct to the best of my knowledge, but what you see in EPC may be different.

Disclaimers (2/2)

 KDLA does not endorse particular vendors or brands. Some brands, model numbers, and SKUs are shown in this presentation and/or sample documents in order to demonstrate best practices for Erate form filing.

Important Dates & Eligible Services Slides 5-13

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The Form 471 in Context

- On the Form 470, applicants make service requests vendors submit competitive bids for at least 28 calendar days so that your library can choose the most cost-effective solutions for its needs
- On the Form 471, applicants make funding requests for discounts on E-rate eligible services that were selected through a Form 470 competitive bidding process (unless exempted by FCC rules).
- ALL APPLICANTS must file a Form 471 <u>every</u> year to receive discounts.
- Must file separate Forms 471 for Category One & Category Two
- Deadline: Wednesday, March 27th at 11:59 p.m. ET

The E-rate Process

E-rate Funding Years - Dates to Remember

KDLA E-rate	Application Process			Recurring Services		Non-Recurring Services	
support: Lauren Abner lauren.abner @ky.gov or 502-564- 1728	Form 470 – Competitive Bidding	Form 471 – Application to Request Discounts	Form 486 – Service Start Date + CIPA Certification	Service Dates for Category One or Two	Invoicing Deadline (BEAR/472)	Service Dates for Category Two Purchase/ Installation	Invoicing Deadline (BEAR/472)
Funding Year 2019 (FY 2019-20)	Feb 27, 2019 Deadline to open bidding process with Form 470	January 16 to March 27, 2019 Form 471 filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2019 to June 30, 2020	October 28, 2020	April 1, 2019 To Sept. 30, 2020	January 28, 2021
Notes	Most libraries open competitive bidding each year and must wait at least 28 calendar days to select vendor(s).	All libraries must file the Form 471 every year to receive a funding commitment.	All libraries must file the Form 486 to release funding for invoicing; FCDL = Funding Commitment Decision Letter	Both Category One and Two services may be recurring (ex: monthly internet)	May request one 120-day extension by the deadline	Non-recurring = one-time purchases such as network equipment	May request one 120-day extension by the deadline

https://kdla.ky.gov/librarians/programs/e-rate/Documents/E-rate%20Process%20-%20Dates%20to%20Remember.pdf

What Qualifies for E-rate?

 The full E-rate Eligible Services List (ESL) can be downloaded from the USAC website:

http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx

- Eligible services are separated into two broad categories:
 - Category One: Connectivity to the Building
 - Category Two: Connectivity to the Device

Category Two (1/2)

Internal Connections

- Cabling (bulk cabling, drops, patch cables, cabling installation/removal)
- Switches (hardware, licenses, transceivers, other modules)
- Routers† (hardware**, licenses**, transceivers, other modules)
- Wireless Access points (hardware, license)
- Wireless controller systems
- Firewalls (hardware, licenses**)
- UPS (Uninterruptible Power Supply/battery backup)**
- Racks**
- Caching services or equipment
- Antennas, connectors, & related components
- Software supporting components on the list used to distribute broadband through the library
- See Slide 78 for tables with the Types of Internal Connections & Types of Products on the Form 471

Funding Year 2019
Early Installation:
April 1, 2019
Late Installation:
September 30, 2020.

These eligible functions can be virtualized in the cloud or combined in equipment (like routing and switching).

- **Some restrictions apply depending on usage, ineligible security components, etc.
- † For a router leased from the internet service provider, your library may need to bid for Category Two Internal Connections for Function: Router. See 'Configuration Examples' section of USAC's On-Premise Category One Equipment page & Q9 of FAQs: Eligible Fiber Services

Category Two (2/2)

Basic Maintenance of Internal Connections

- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches

Managed Internal Broadband Services (MIBS)

• 3rd party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)



Funds for Learning has a good explanation of <u>Basic Maintenance of Internal</u> Connections (BMIC).

Miscellaneous

- May fall under Category One or Two:
 - Some taxes, surcharges, and other similar, reasonable charges
 - Federal Access Recovery Charge on internet invoices permissible charge for use of a local carriers network; not all ISPs charge this
 - USF fees on internet invoices "customer charges for universal service fees, but do not include additional charges for universal service administration" – FY 2019 Eligible Services List
 - Rental or lease fees for eligible components
 - Shipping
 - Training only for new equipment purchased with Cat2 funds
 - Installation and configuration
 - May be performed by a 3rd party rather than the vendor who sold the equipment

Duplicative services

- E-rate does <u>not</u> provide discounts for services that are considered duplicative (i.e. redundant, backup, or failover). Example: Category Two network equipment that is purchased as a backup in case the library's current equipment stops working
- If your library receives an E-rate funding commitment for FY 2019 Category Two Internal Connections, the equipment needs to be installed by September 30, 2020. Use the equipment or lose the funding!
- Citation: §22 of the <u>Second Report and Order and Further Notice of Proposed Rulemaking for the E-rate program</u> addresses duplicative services:
- "Funding of Duplicative Services In the Universal Service Order, the Commission indicated that an applicant's request for discounts should be based on the reasonable needs and resources of the applicant, and bids for services should be evaluated based on cost-effectiveness. Pursuant to this requirement, the Administrator has denied discounts for duplicative services. Duplicative services are services that deliver the same functionality to the same population in the same location during the same period of time. We emphasize that requests for discounts for duplicative services will be rejected on the basis that such applications cannot demonstrate, as required by our rules, that that they are reasonable or cost effective." [emphasis mine]

CIPA compliance

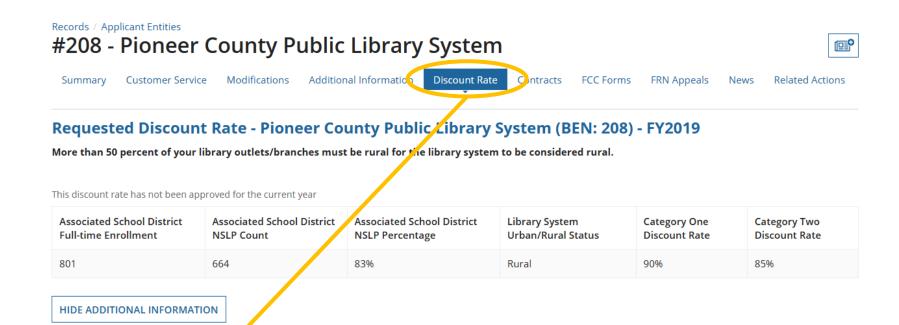
- Children's Internet Protection Act (CIPA) compliance:
 - Necessary if requesting E-rate discounts for Internet Access or any Category Two products & services
 - Exception: CIPA compliance not required when requesting Telecommunications services only (ex: transport only for WAN circuit between library branches)
 - 3 elements of compliance:
 - Technology Protection Measure (filter)
 - Internet Safety Policy
 - Public Meeting prior to adopting Internet Safety Policy
 - View archived training from KDLA check E-rate section: https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchived-webinars/Pages/default.aspx

Discount Rate Slides 14-16

Before you start the Form 471, make sure the profile shows the FY 2019 discount rate.

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Review Discount Rate



From My Landing Page, click on the link for your library or library system. Change to the Discount Rate in the horizontal menu. If you see an error message, contact the KDLA Technology Consultant for assistance. Your discount rate may change from one Funding Year to the next depending on what your local school district enters for free/reduced lunch enrollment.

Discount Matrix

Discounts are similar for Category One and Category Two eligible services, but Category Two is capped at 85% for the top discount bracket.

INCOME	CATEGOR	RY ONE (C1)	CATEGORY TWO (C2)		
Measured by % of students eligible for the National School Lunch Program (NSLP)	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount	
Less than 1%	20%	25%	20%	25%	
1% to 19%	40%	50%	40%	50%	
20% to 34%	50%	60%	50%	60%	
35% to 49%	60%	70%	60%	70%	
50% to 74%	80%	80%	80%	80%	
75% to 100%	90%	90%	85%	85%	

Category Two Budgets Slides 17-23

How much funding can your library expect?

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How much Cat2 can my library request? (1/2)

- The Category Two budget for eligible library branches is based on square footage and determines the maximum pre-discount cost for eligible services on which the library can request E-rate discounts
 - Includes eligible kiosks and bookmobiles
 - Excludes administrative-only branches (called non-instructional facilities or NIFs)
 - KDLA determines the <u>eligibility definitions</u> for Kentucky public library branches

How much Cat2 can my library request? (2/2)

For FY 2018, the Cat2 budget capped at \$2.395557 per square foot for most library branches; the FCC will announce the FY 2019 inflation adjustment in early 2019.

- Some branches in densely-populated areas receive \$5.20773 per square foot (see next slide)
- Minimum budget per branch is currently \$9,582.23 for branches with less than 4,000 sq. ft.
- Each budget covers a 5-year period and is specific to each branch
 - Exception: The costs for equipment/services shared by multiple branches will be divided between the branches for which support is sought.
- Budgets can be used all in 1 funding year or used over several funding years

Branches with \$5.21/sq ft

Based on most recent IMLS library outlet <u>survey data</u>; branch must have Locale Code 11, 12, or 21

COUNTY	BRANCH NAME
BOONE	SCHEBEN BRANCH LIBRARY
BOONE	BOONE COUNTY PUBLIC LIBRARY
BOONE	LENTS BRANCH
BOONE	WALTON BRANCH
BOONE	FLORENCE BRANCH
BULLITT	RIDGWAY MEMORIAL LIBRARY
BULLITT	MOUNT WASHINGTON BRANCH LIBRARY
BULLITT	HILLVIEW LIBRARY
CAMPBELL	COLD SPRING BRANCH
CAMPBELL	NEWPORT BRANCH
CAMPBELL	PHILIP N. CARRICO (FT THOMAS) BRANCH
FAYETTE	LEXINGTON PUBLIC LIBRARY
FAYETTE	TATES CREEK BRANCH
FAYETTE	NORTHSIDE BRANCH
FAYETTE	EASTSIDE BRANCH
FAYETTE	BEAUMONT BRANCH
FAYETTE	VILLAGE BRANCH
JEFFERSON	LOUISVILLE FREE PUBLIC LIBRARY
JEFFERSON	BON AIR REGIONAL BRANCH
JEFFERSON	CRESCENT HILL BRANCH
JEFFERSON	HIGHLANDS-SHELBY PARK BRANCH

COUNTY	BRANCH NAME
JEFFERSON	MIDDLETOWN BRANCH
JEFFERSON	IROQUOIS BRANCH
JEFFERSON	JEFFERSONTOWN BRANCH
JEFFERSON	OKOLONA BRANCH
JEFFERSON	PORTLAND BRANCH
JEFFERSON	SHAWNEE BRANCH
JEFFERSON	WESTERN BRANCH
JEFFERSON	LOUISVILLE FREE PUBLIC LIBRARY
JEFFERSON	FERN CREEK BRANCH
JEFFERSON	SAINT MATTHEWS/ELINE BRANCH
JEFFERSON	SHIVELY/NEWMAN BRANCH
JEFFERSON	SOUTHWEST REGIONAL BRANCH
JEFFERSON	WESTPORT BRANCH
JEFFERSON	FAIRDALE BRANCH
JEFFERSON	NEWBURG BRANCH
KENTON	MARY ANN MONGAN LIBRARY
KENTON	ERLANGER BRANCH
KENTON	WILLIAM E. DURR BRANCH
OLDHAM	MAHAN-OLDHAM COUNTY LIBRARY
OLDHAM	SOUTH OLDHAM LIBRARY
OLDHAM	OLDHAM COUNTY PUBLIC LIBRARY

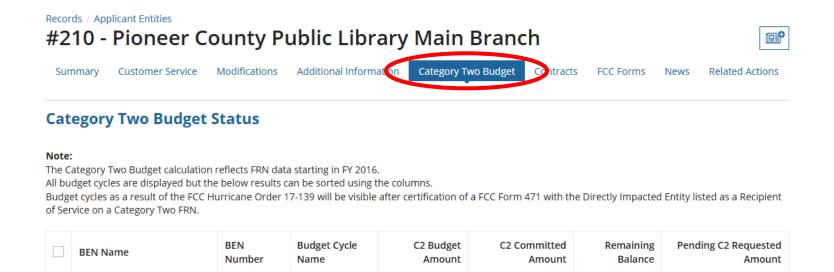
What reduces my Cat2 budget(s)?

- Cat2 budget is reduced when Cat2 funding is committed. Even if the library doesn't purchase the products/services or doesn't file the invoicing paperwork for the E-rate discount, the Cat2 budget is still reduced.
 - Can file a <u>Form 500</u> to return unused C2 funding – ask KDLA Technology Consultant for help

What increases my Cat2 budget(s)?

- Cat2 budget increases when the library gains finished, interior square footage by the service delivery (installation) deadline.
 - Usually the service delivery deadline for Cat2 is September 30 following the funding year; possible to get an extension due to construction delays
 - Obtain documentation of the anticipated square footage before filing a Form 471 application for Cat2 – blueprints, signed/dated letter from the architect, etc. To receive a Cat2 funding commitment based on this square footage, you will be required to show this documentation during application review.

Category Two Budget Tools



Pioneer County Public

Library Main Branch

210

Budget Cycle 1

Approved and pending Category Two funding from FY 2016 and forward is tracked in each branch's profile in the <u>E-rate Productivity Center</u>: Go to My Landing Page, click on a library branch name, then click on Category Two Budget.

\$37,168,00

\$0.00

\$37,168,00

Caveat: The FY 2015 Category Two information is found through a separate online tool: https://sitools.universalservice.org/portal-external/budgetLookup/. Many factors affect your potential budget for Funding Year 2019—talk to the KDLA Technology Consultant.

\$140,069,13

Cat2 Bid Evaluations Slides 24-31

Complete before signing contracts & filing the Form 471

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Allowable Contract Date

- Applicants must reach the Allowable Contract Date (ACD) before evaluating bids & signing contracts
 - Generally the Allowable Contract Date is 28 calendar days after you filed the Form 470, but may be later if you indicated a different date in an RFP
 - If you agree to a proposal and/or sign a contract prior to the Allowable Contract Date, that is a competitive bidding violation.
 - You may continue collecting bids after 28 calendar days unless you stated a firm due date

Handling Bids

- Bids in response to the Form 470 (& an accompanying RFP) may include:
 - New proposals from the current vendor or potential new vendors
 - Current monthly bill (unless requesting sealed bids)
 - Relevant State Master Contracts
- You should respond to requests for additional information needed to create a responsive bid.
 - Be careful not to provide information that would change the scope of the requests
 - Spam generic emails asking you to call or email to request a quote– is not considered a responsive bid and you don't have to respond.

Selecting the Winning Vendor(s)

- Must evaluate all responsive bids using cost as the primary factor (most points assigned to E-rate eligible costs)
- You can also consider other factors at a lower point value.
 Examples:
 - Vendor met Form 470/RFP specifications for the requested service
 - E-rate ineligible costs often important for Category Two
 - Vendor is local/in-state
 - Previous experience with the vendor
- If you received only 1 bid, then you should email yourself to memorialize this fact
- You may disqualify certain bids <u>if</u> you stated those disqualification factors in the Form 470/RFP – must be binary (have yes or no answers)
 - Example: Vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified.

More on C2 Bid Evaluations

- Some factors you may want to consider on C2 bid evaluations:
 - Required features of a product or service that you listed on the Form 470/RFP
 - More points to vendors that can provide all services/products requested – possibly use this as a disqualification factor
 - Installation can vendor perform service during timeframe required?
 - Invoicing can the vendor apply the discount to the invoice upfront (SPI invoicing)

Example Cat 2 Bid Evaluation

Vendor	Pioneer County Networking Inc.	Pioneer County Network4U	
SPIN	14010003	14010002	
Total Cost	\$16,894.93	\$18,750.32	
E-rate eligible cost (50 points)	50 points – \$16,704.93	45.7 points – \$18,264.32	
Eligibility notes	100 percent of networking equipment hardware and licenses; 81% of technical support/warranty package for firewall	100 percent of networking equipment hardware and licenses; 81% of technical support/warranty package for firewall	
E-rate ineligible cost (20 points)	20 points – \$190.00	7.8 points – \$486.00	
Ineligibility Notes	19% of technical support/warranty package for firewall	19% of technical support/warranty package for firewall	
Solution meets library's technical needs (30 points)	30 points – quoted all equipment with same make/model preferences indicated in the RFP	25 points – quote included a firewall that has more features & handles higher bandwidth than the make/model from the RFP (more expensive)	
Performed walkthrough (10 points)	10 points	0 points	
Total (out of 110 points)	110 points	88.5 points	

Eligibility Questions

- Check with the vendor or manufacturer to ensure that you understand the E-rate eligibility for the product/service listed on the cost proposal
 - Example: Firewalls while the firewall appliance (hardware) is generally 100% E-rate eligible, the firewall license for content filtering is not. Sometimes the appliance and license are sold as a bundle that is partially eligible check the SKU.
 - When in doubt list all the SKUs for the firewall components on the 471, but don't be surprised when a particular line item is denied or deemed partially eligible
 - Search online for the manufacturer's E-rate page they sometimes have eligibility lists by SKU or have an email address to contact for eligibility questions

E-rate Document Retention

- Document retention keep these 10 years after the last date for service for Funding Year 2019 (September 30, 2030 for Cat2!):
 - The FCC Form 470 and RFP(s), if one is issued
 - Questions from potential bidders and your answers
 - Copies of winning and losing bids (including disqualified bids)
 - Final bid evaluation matrix and any supporting documentation
 - The contract, if one is signed.

Cat2 Contract Examples Slides 32-37

Looking at key features of Category Two contracts

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Internal Connections Contracts

- Brand, model, and SKU (manufacturer part number) for equipment
- Line items that show description, quantity, unit cost, and extended cost – each piece of equipment needs to have its own price rather than a 'lump sum' for all the equipment
- For installation location where equipment will be installed
- **Expiration for pricing** does the pricing extend through at least 6/30/2020 (or 9/30/2020 if late installation is anticipated)?

BMIC/MIBS Contracts

For Basic Maintenance of Internal Connections (BMIC) or Managed Internal Broadband Services (MIBS)

- Service start and end dates What period does the contract cover?
- Is this a multi-year contract? Does the contract automatically renew or have voluntary extensions?
- Location(s) for service delivery which branches/addresses
- List of equipment —contract should specify the make/model & quantity of equipment to be maintained or monitored; sometimes contracts will generically refer to the equipment list provided on the Form 470/RFP

Signatures Required?

- For Category Two contracts, vendors vary on whether signatures are required to execute the contract or purchase agreement
 - Some vendors require 2 signatures one for the Library representative and one for the vendor
 - Some vendors require 1 signature library representative signs the proposal, may need to initial certain options in the contract or initial beside items to remove
 - Some vendors allow email acceptance (no signatures) – library representative emails the vendor to indicate acceptance – save that message!

Contract Examples

- During live presentation, we'll look at example contracts for each type of Category Two request:
 - Internal Connections
 - Basic Maintenance of Internal Connections
 - Managed Internal Broadband Services (Managed Wi-Fi)

SPINs for C2 Vendors

- In order to receive discounts, your vendor must have a Service Provider Identification Number (SPIN/Form 498 ID)
 - Best practice: Make including the SPIN a disqualification factor on the Form 470 or RFP – automatically disqualify bids that don't include the SPIN
 - It's possible to file a Form 471 listing a temporary SPIN (14366666), but the temp SPIN must be replaced before you can receive discounts; if Form 471 is denied, an appeal will be required
 - In addition to filing paperwork to receive a SPIN (one-time), vendors must also file a Form 473 – Service Provider Annual Certification every funding year for applicants to receive discounts

Contract Records Slides 38-55

Before filing the Form 471: Sign contracts, create Contract Records on EPC profile

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Contract Record Notes (1/2)

- Before starting the Form 471, you must create records on the library system profile for any services that are purchased under contract rather than month-to-month
 - Create nickname for easy searching in EPC remember that you may have multiple contracts with the same vendor stored in the <u>E-rate Productivity Center</u> profile
 - Optional: Contract number assigned by vendor note that EPC automatically assigns a Contract ID to serve as a unique identifier in EPC
 - *Optional:* upload copy of contract contract itself must be 1 file; additional documents can be uploaded if relevant
 - Establishing FCC Form 470 #

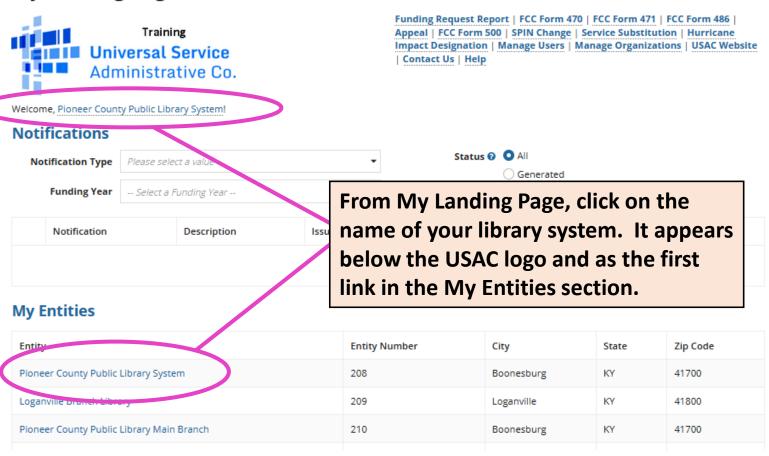
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Contract Record Notes (2/2)

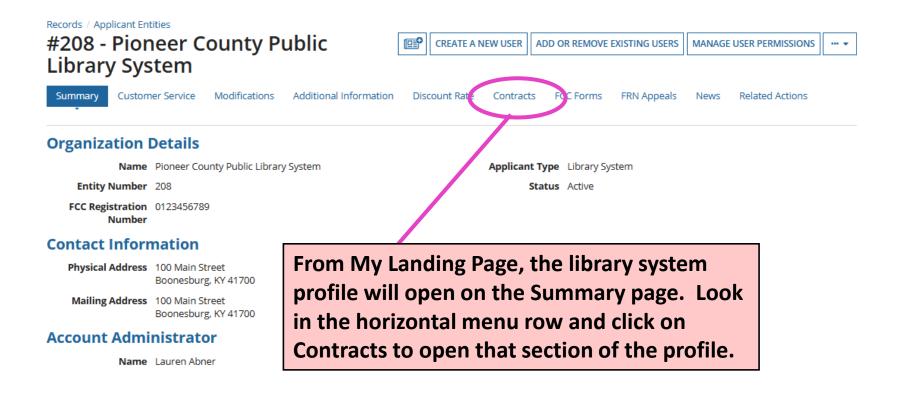
- Continued from previous slide:
 - How many bids were received?
 - Optional: Account # you may not know the account number if switching to a new vendor; some vendors also assign new account numbers when service is upgraded
 - Service Provider Identification Number (SPIN/Form 498 ID)
 - Contract Award Date must be on/after the Allowable Contract Date for the Establishing FCC Form 470
 - Careful if you've selected an existing contract during the bid evaluation process – your Contract Award Date will be the date you memorialized the contract after the evaluations, not the original award date.

Library System Profile in EPC

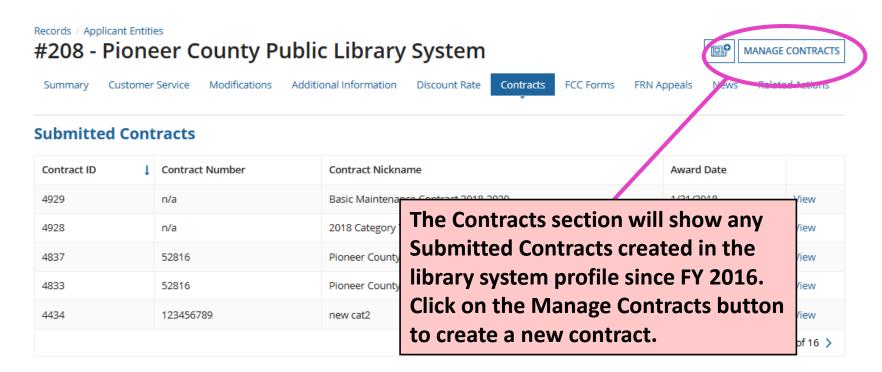
My Landing Page



Contracts Section of Profile

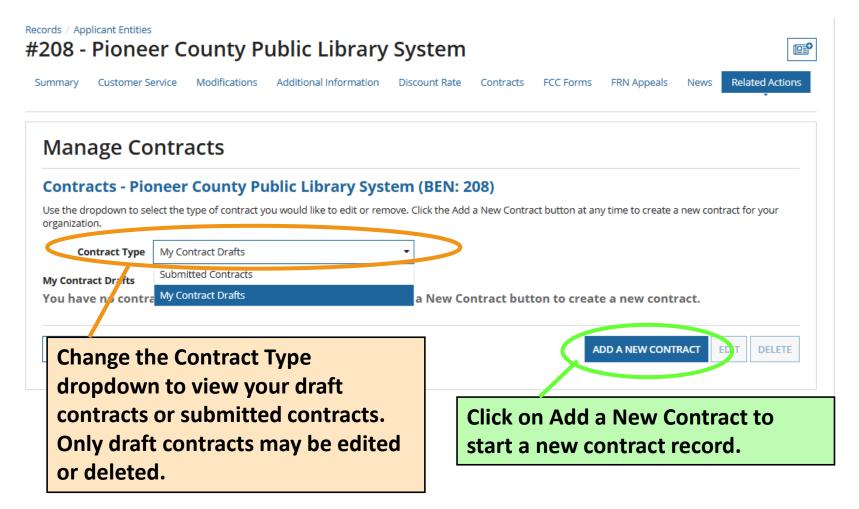


Manage Contracts (1/2)



Caution! EPC will not allow you to edit or delete contract records. Enter data carefully. If you made mistakes in a submitted contract, you must create a new contract record in EPC to link to your funding requests.

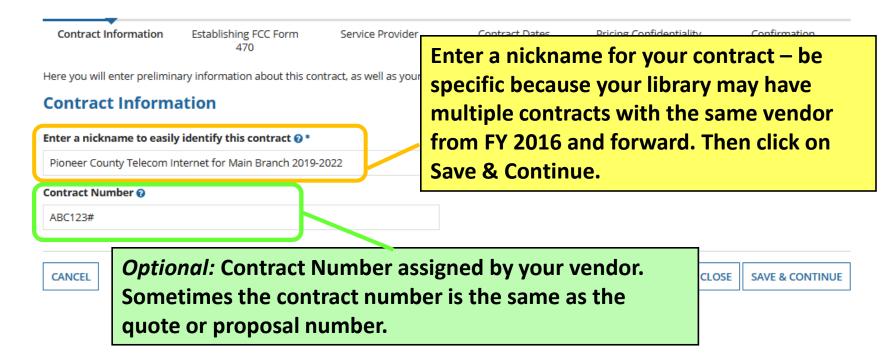
Manage Contracts (2/2)



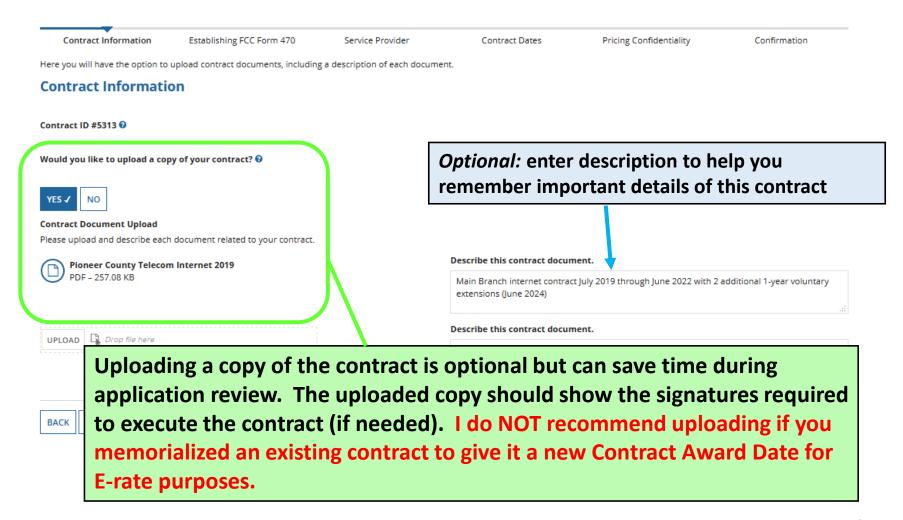
Create Contract (1/11)

Create Contract

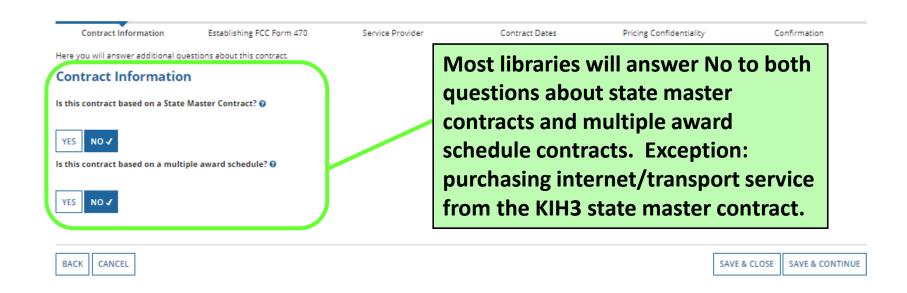
Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom Internet for Main Branch 2019-2022 - Contract ID #



Create Contract (2/11)



Create Contract (3/11)



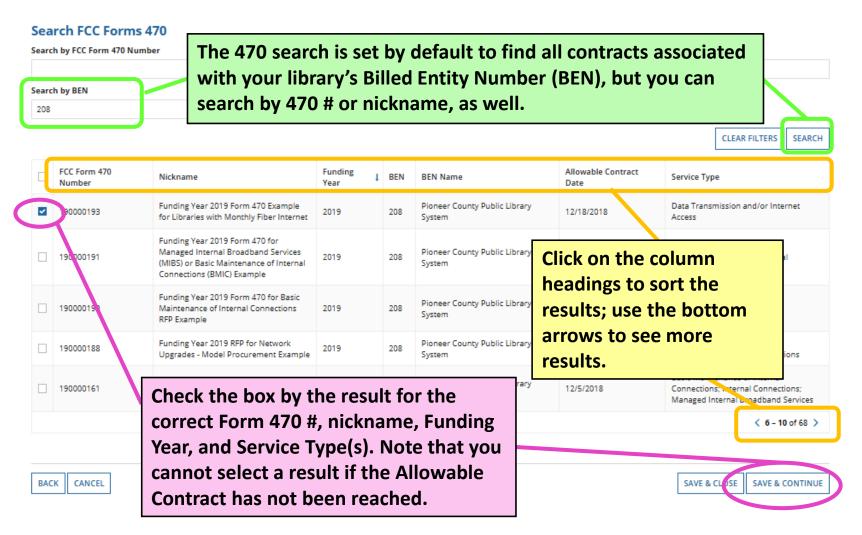
Create Contract (4/11)

Most libraries will answer No to both questions about piggybacking. Piggybacking means that one applicant Contract Information Establishing FCC Form Service Provider has set up a contract that other applicants can purchase from. Here you will answer additional questions about this contract. Contract Information Can other applicants piggy back off this contract? 😯 NO √ Was this contract originally created by another applicant, and you then piggy backed off their contract? 0 NO V BACK CANCEL SAVE & CLOSE **SAVE & CONTINUE**

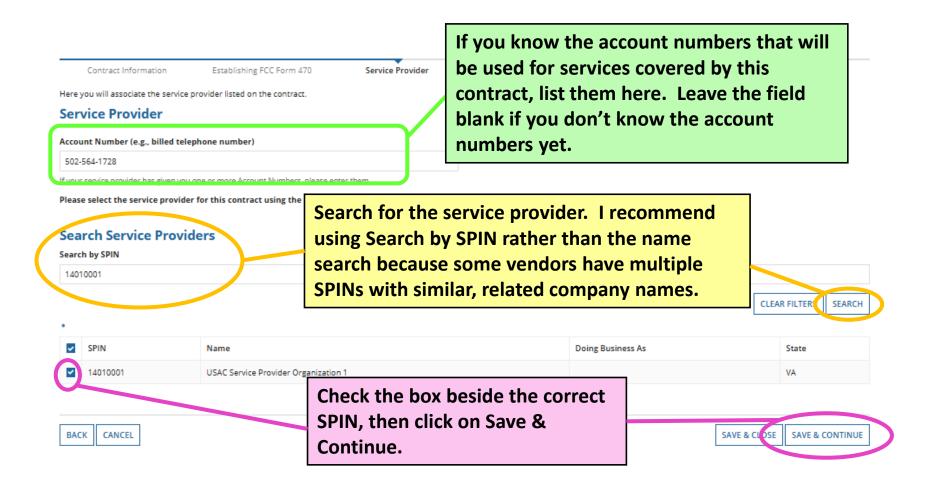
Create Contract (5/11)

Pioneer County Public Library System (BE Branch 2019-2022 - Contract ID #5313 Last Saved: 1/21/2019 8:53 PM EST Contract Information Establishing FCC Form Service 470	Click Yes to indicate that a Form 470 was posted and enter how many bids were received for the services covered by the contract in response to the Form 470.					
Here you can use the search tool below to associate an FCC Form 470 v	with this contract.					
Establishing FCC Form 470						
Was an FCC Form 470 posted for the product and/or services you are requesting? How many bids were received? * 2						
YES ✓ NO	Enter the number of bids that you received for this product or service.					
Was your FCC Form 470 posted prior to Funding Year 2016?	For new contracts created in response to FY					
2019 Forms 470, you should answer No to this question. If the contract was created						
Use the search tool below to find the establishing FCC Form 470.	in FY 2015 or earlier, answer Yes to					
Remember that the services in the contract had to be posted on the FC 470 .	manually enter the Form 470 #.					
Search FCC Forms 470						
See next slide for searching for and associating an						

Create Contract (6/11)

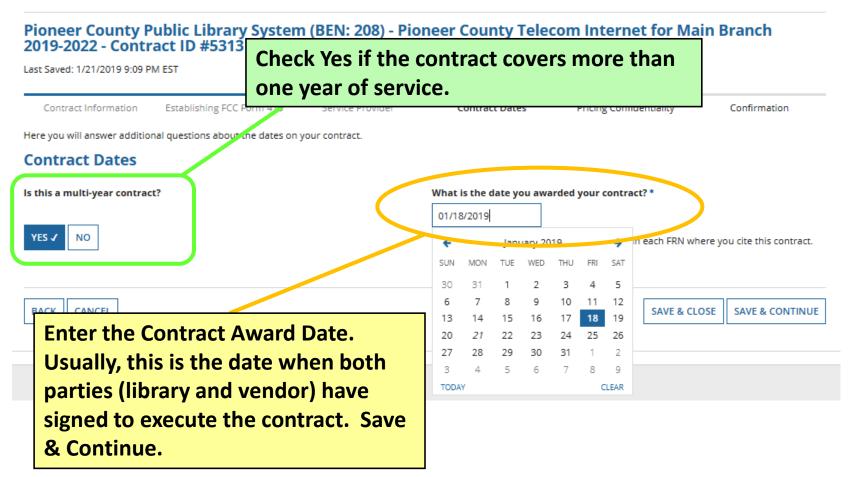


Create Contract (7/11)



Create Contract (8/11)

Create Contract



Create Contract (9/11)

have contracts with voluntary

Automatic renewals ≠ voluntary

extensions.

extensions.

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality Confirmation Here you will answer additional questions about voluntary extensions on your contract Contract Dates Does this contract include voluntary extensions? What is the contract expiration date if all extensions are exercised? * 06/20/2024 How many extensions are left on the contract? * Enter the number of voluntary extensions that you could still exercise on this contract. What is the total remaining length of the contract if you exercised all extensions If you indicate that the contract (in months)? * has voluntary extensions, you'll Enter the number of months that would remain in the contract if you exercised all voluntary see options to enter more extensions. details. Most libraries don't

In this example, the library has a contract for 3 years (36 months) with two voluntary 1-year extensions, which means the total length of the contract with both extensions is 60 months.

Create Contract (10/11)

Contract Information

Establishing FCC Form

You will likely answer no to this question. Under E-rate modernization, pricing confidentiality is permitted only in limited circumstances.

Here you will answer additional questions about applie

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

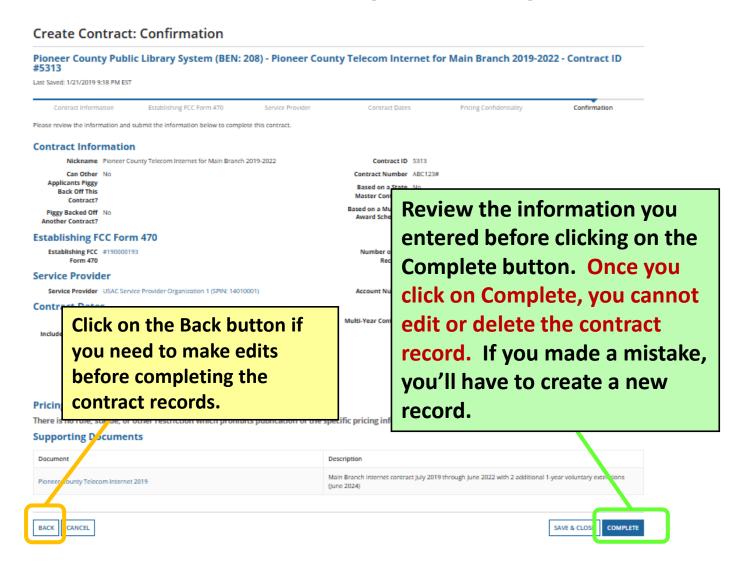


BACK CANCEL

SAVE & CLOSE

SAVE & CONTINUE

Create Contract (11/11)



Form 471 Walkthrough Slides 56-142

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Guide to Walkthrough Slides

- These walkthrough slides demonstrate the entire Form 471 for Category Two, including examples of adding Funding Request Numbers (FRNs) for all 3 Service Types for Category Two:
 - Basic Information and Entity Information <u>slides 59-66</u>
 - Internal Connections Network Upgrades slides 67-88
 - Basic Maintenance of Internal Connections <u>slides 89-105</u>
 - Managed Internal Broadband Services under continuing contract – <u>slides 106-124</u>
 - Review and Certification <u>slides 125-131</u>
 - After You've Certified slides 132-142

Contact KDLA for Help

Please remember that KDLA's Technology Consultant can provide one-on-one assistance for form filing over the phone or through screen sharing: lauren.abner@ky.gov or (502) 564-1728

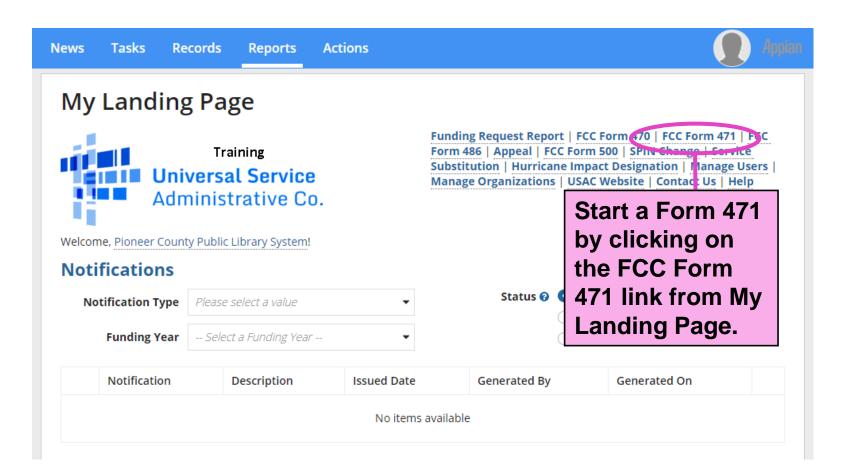
Basic Information and Entity Information Slides 59-66

Return to Guide to Walkthrough Slides (slide 57)

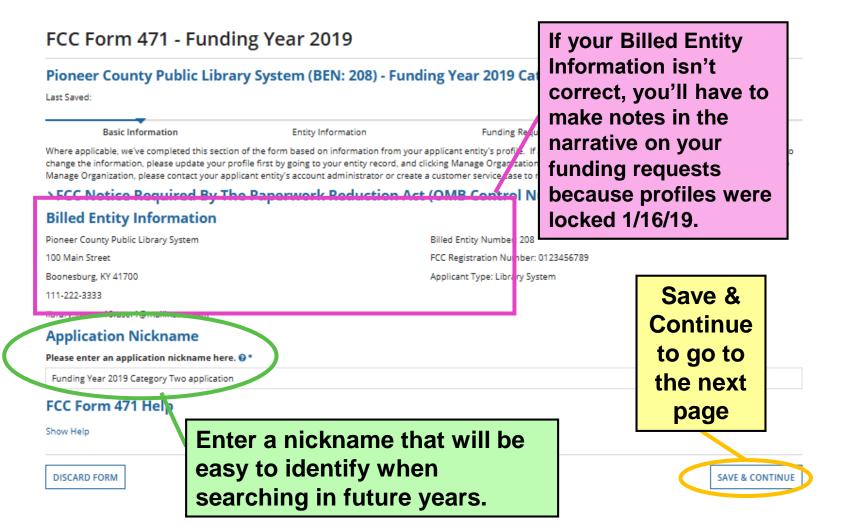
Return to Presentation Contents (slide 2)

Starting an FCC Form 471

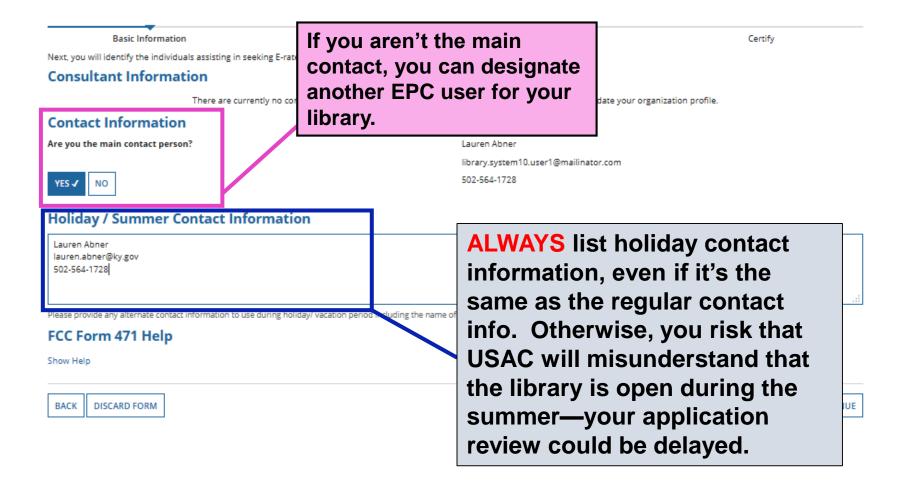
E-rate Productivity Center URL: https://portal.usac.org/suite/



Application Nickname



Contact Information



Category of Service

Basic Information Entity Information Funding Requests Certify

Next, you will identify the category of service for the product and services you are requesting. If you need help determining the correct category of service, please review

Category of Service

What is the category of service for the product and services that you are requesting?

You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.

CATEGORY 1

Data Transmission and/or Internet Access

the Eligible Services List on the USAC website.

CATEGORY 2 ✓

- · Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

FCC Form 471 Help

Show Help

BACK

You can select only one Category of Service on each Form 471. Once you hit the Save & Continue button, you cannot change your selection.

SAVE & CONTINUE

Entity Information

Basic Information Entity Information Funding Requests Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Entity Information

FSCS Code	Code Urban/Rural Status School District in which the main branch is located		School District Number in which the main branch is located	Library System Attribute	
	Rural	School District 1	145	Public Library System	

FCC Form 471 Help

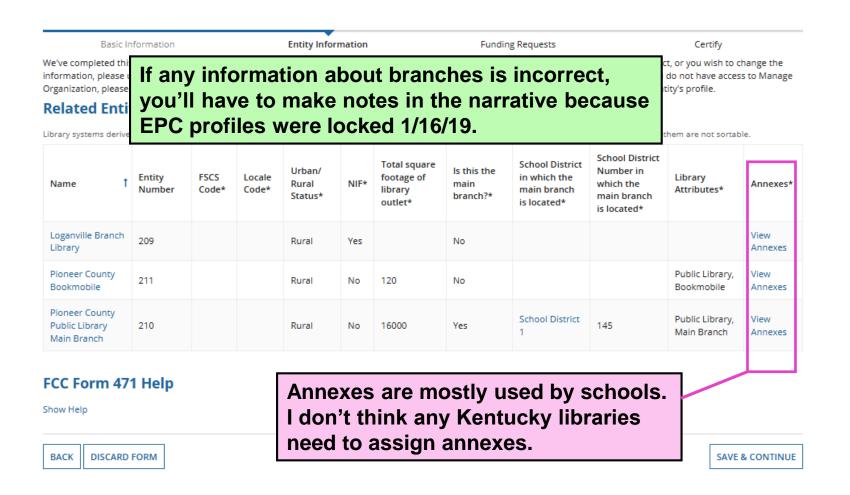
Show Help

BACK

This information about your library system is pulled from the E-rate Productivity Center Profile. The FSCS (Federal-State Cooperative System) Code is optional. Save & Continue.



Related Entities



Discount Calculation

Basic Information Entity Information Funding Requests Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Requested Discount Calculation

More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District	Associated School	Associated School District	Library System	Category One	Category Two
Full-time Enrollment	District NSLP Count	NSLP Percentage	Urban/Rural Status	Discount Rate	Discount Rate
801	664	83%	Rural	90%	85%

SHOW ADDITIONAL INFORMATION

FCC Form 471 Help

Show Help

BACK DISCARD FORM

EPC automatically pulls the urban/rural status from your library system's profile and the school lunch data from the appropriate district's profile.

SAVE & CONTINUE

Example FRN: Internal Connections

Example of a funding request for network upgrades including cabling, access points, and switch

Return to Guide to Walkthrough Slides (slide 57)

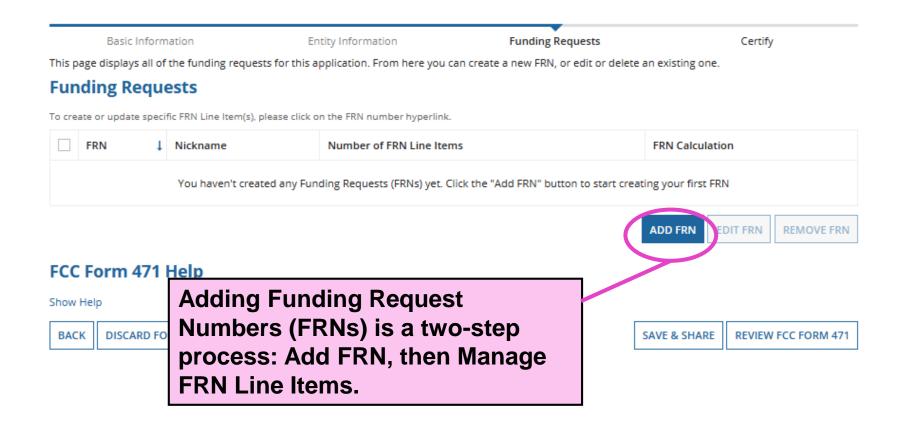
Return to Presentation Contents (slide 2)

Understanding this FRN

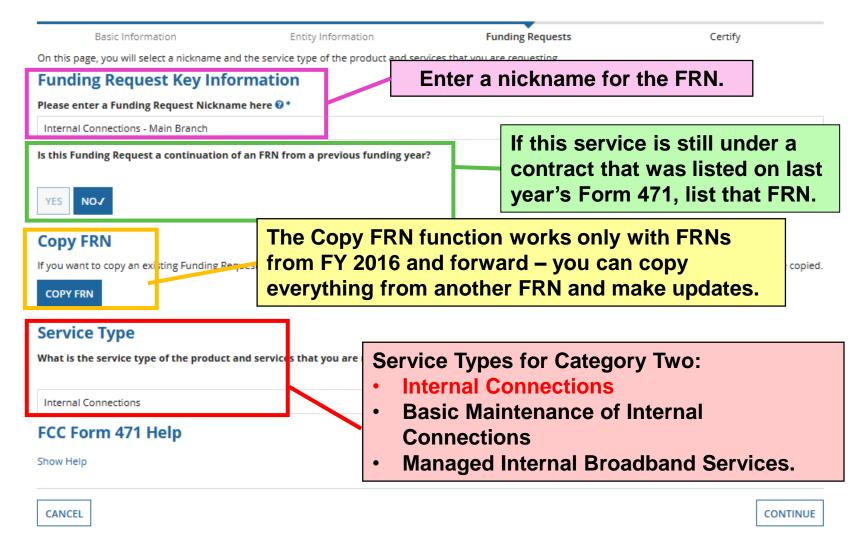
Qty	Description	Unit Price	Ext. Price
5000	Belkin Cat6 cable, gray – part # A7L704-1000	\$0.30	\$1,500.00
2	Tripp Lite 48-Port Cat6 Patch Panel – part #N252-048	\$133.99	\$267.98
2	Panduit J-PRO Cable Support System - cable hook (50 count) – part #JP131CMB-L20	\$6.99	\$13.98
110	Leviton eXtreme Cat 6 Standard Patch Cord, 3 ft, Blue – part #62460-3L	\$7.65	\$841.50
15	Black Box 2-Port Surface Mount Box for RJ45 – part #SMH-2	\$1.09	\$16.35
1	Cisco 5516-X firewall appliance – part # ASA5516-FPWR-K9	\$3,500.00	\$3,500.00
1	Cisco SmartNet extended service agreement for ASA5516 firewall – part # CON-SNT-ASA556F9	\$1000.00	\$1000.00
4	Ubiquiti Unifi Access Point – part #UAP-AC-PRO	\$150.00	\$600.00
1	Ubiquiti Unifi Cloud Key – part #UC-CK	\$120.00	\$120.00
1	Aruba 2930F 48G PoE+ 4SFP+ Switch – part #JL256A	\$2,459.99	\$2,459.99
1	APC Smart-UPS 750VA RM 2U 120V with SmartConnect - SMT750RM2UC	\$449.00	\$449.00
Installation of equipment and cabling at Main Branch – terminate, tes label all data connections, remove old cabling		\$10,000.00	\$10,000.00
1	Shipping	\$250.00	\$250.00
_	Subtotal		\$16,518.80
	Kentucky Sales Tax – 6%		\$376.13
	Total		\$16,894.93

This FRN will include all the Internal Connections items from my contract for cabling, equipment, and installation. One item is considered Basic Maintenance of Internal Connections and must be listed on a separate funding request

Adding Funding Requests



Funding Request Key Information



FRN Contract

Basic Information Entity Information **Funding Requests** Certify Next, you will identify the purchasing agreement type for the product and services you are requesting. FRN Contract How are the services for this FRN being purchased? Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN. CONTRACT ✓ TARIFF MONTH-TO-MONTH FCC Form 471 Help Show Help Choose whether the purchase of this service BACK CANCEL CONTINUE is Contract, Tariff, or Month-to-Month. If you

choose Contract, you must add the contract

information to your library's profile.

Associate a Contract (1/2)

Basic Information Next, you will associate a contract to your FRN. P Associate a Contract Search by Creating Organization REN.			If you choose Contract, you must search through contracts added to your library system's profile. By default, you can click on search to see all contracts associated with the library's BEN.				
Please note that BEN is a required field and you can use down your result.			use other search fields to narrow	Search by Contract No	.		
Searc	h by Contract ID					CLEAR FILTERS	SEARCH
	Contract ID	Contract Number	Nickname		Award Date	Creating Organization BE	EN .
V	5.37		Pioneer County Networking Inc. Internal Connections Contract FY 2019		1/28/2019	208	
	5338		Pioneer County Network4U Basic Maintenance of Internal Connections Contract 2019-2021		1/26/2019	208	
	Check the box beside the appropriate contract, and the contract details will						
appear below – see next slide.						72	

Associate a Contract (2/2)

Contract Summary - Pioneer County Networking Inc. Internal Connections Contract FY 2019

Contract Number

Establishing FCC #190000188

Form 470

Award Date 1/28/2019

Expiration Date (All Extensions) **Account Number**

Service Provider USAC Service Provider Organization 3 (SPIN: 14010003)

Includes Voluntary No

When you check a contract from the search results, the Contract Summary will appear.

Pricing Confidentiality

There is no rule, statue, or other restriction which prohibits publication of the specific pricing information for this contract.

FCC

Show H

snow H

BACK

The service start date will automatically appear as 7/1/2019—DON'T ENTER AN EARLIER DATE, even if your library intends to purchase equipment in the early installation period for FY 2019 (April 1 to June 30, 2019). Add the contract expiration date (without voluntary extensions you haven't exercised.)

CONTINUE

Narrative

Basic Information

Help your application reviewer by explaining your request. Make notes about eligibility and any changes for entity profile information such as square footage.

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

Network equipment upgrades for the main branch. All items are 100% E-rate eligible.

The Main Branch renovations are scheduled for completion in December 2019. Additional 5,000 square feet will be added for a total of 17,500 square feet. Please update the entity profile for the main branch (entity number 210) to show the higher square footage and calculate the Category Two budget based on that amount.

Remember—if you request additional C2 funding because your square footage will increase during the funding year, you will be asked to supply documentation to verify the new square footage—THIS DOCUMENTATION MUST BE DATED PRIOR TO THE DATE YOU CERTIFY YOUR FORM 471.

vas I Line

Save & Continue to return to the Funding Requests page.

SAVE & CONTINUE

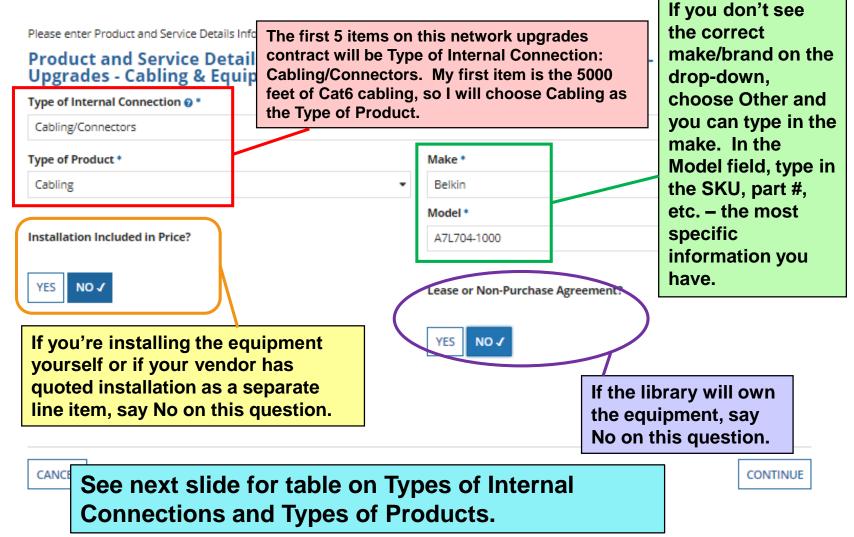
Manage FRN Line Items

Funding Requests Basic Information **Entity Information** Certify This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one. **Funding Requests** To create or update specific FRN Line Item(s), please click on the FRN number hyperlink. Number of FRN Line Items FRN Calculation FRN Nickname 1999000104 Internal Connections - Main Branch 0 **ADD FRN** EDIT FRN REMOVE FRN The second part of adding a funding FCC Fori request is to Manage FRN Line Items. Click on the funding request number. Show Help BACK DISCARD FORM SAVE & SHARE **REVIEW FCC FORM 471**

Add New FRN Line Item

Funding Requests Basic Information Entity Information Certify This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service. FRN Line Items for FRN #1999000104 - Internal Connections - Main Branch Type of Internal Type of Total Eligible FRN Line FRN Line Item One-time Quantity Number Connection Product Quantity Item Cost You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item. ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM **BULK UPLOAD** FCC Form 471 Help Show Help Add as many line items for this service as needed. For this network upgrades FRN, I BACK SAVE & SHARE CONTINUE will end up with 13 FRN line items.

Product and Service Details



Category Two - Internal Connections

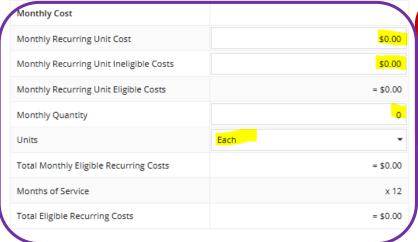
TYPE OF INTERNAL CONNECTION	TYPE OF PRODUCT	
Cabling/Connectors	Cabling	
	Connectors	
Caching	Caching Equipment	
	Caching Service	
Data Distribution	Router	
	Switch	
Data Protection	Firewall Services & Components	
	UPS/Battery Backup	
Racks	Racks & Cabinets	
Software	Operating System Software of Eligible Equipment	

TYPE OF INTERNAL CONNECTION	TYPE OF PRODUCT
Wireless Data	Access Point
Distribution	Antenna
	LAN Controller
	Wireless Controller
Miscellaneous	Installation, Activation, & Initial Configuration
	Training
	Fees, Taxes, Etc.
License	License
Transceiver	Transceiver
Module	Module

Items in red are new options for the FY 2019 Form 471 for Category Two.

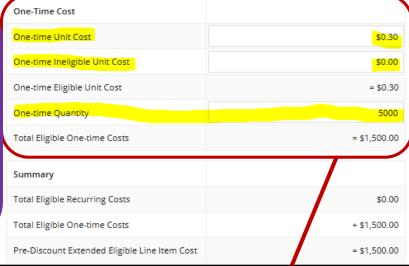
Cost Calculation

Cost Calculation for new FRN Line Item for FRN #1999000104 - Internal Connections - Main Branch



In order for the Summary of total costs to calculate (bottom right), you must enter zeroes under Monthly Costs and select a unit from the drop-down, even though that information isn't relevant to your request.

BACK CANCEL



Most C2 requests involve one-time, non-recurring charges. In this example, I've entered the eligible unit cost as \$0.30, ineligible unit cost as \$0.00, and the quantity as 5,000; the form thus calculates my one-time cost for 5,000 ft of cable as \$1,500.00, which matches the extended cost on my contract.

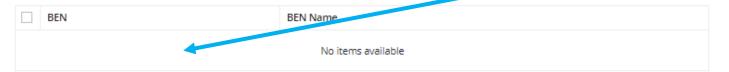
Select Recipients (1/2)

Next, you will select Recipients of Service for your Line Item Manage Recipients of Service Is every entity for this organization receiving service? NO 4 All Liluides Search by BEN Please select the organizations you wish to include as recipients of service system by entering the district or system entity number in the field above. BEN OEN Name Pioneer County Public Library Main Brai 211 Pioneer County Bookmobile

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question.

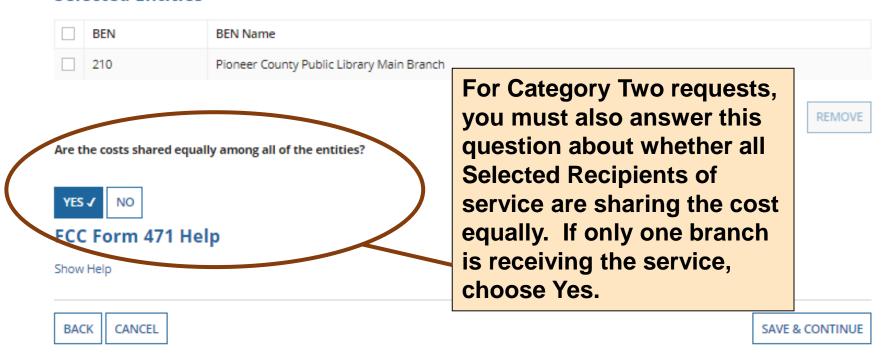
If only one or some branches, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities. Remember: administrative buildings are not eligible for C2 and will not appear on this list!

Selected Entities



Select Recipients (2/2)

Selected Entities



Recipients of Service

Basic Information Entity Information Funding Requests Certify

Next, you will review the costs allocated across your Recipients of Service

Recipients of Service for FRN Line Item #1999000104.001

The Total Eligible Line Item Cost of \$1,500.00 has been allocated equally to the entity(ies) below.

BEN Name

† Eligible Cost per BEN

FCC Form 471 Help

Pioneer County Public Library Main Branch

Show Help

210

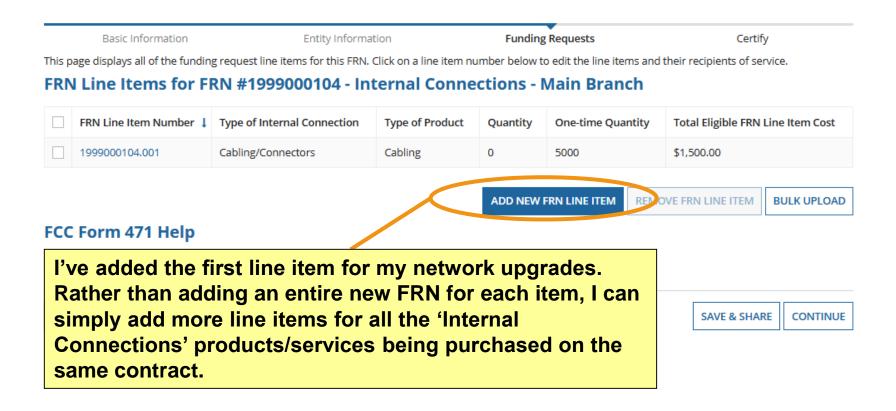


The recipient(s) of service selected on the previous page will be listed along with the eligible cost. Click on Continue to return to the FRN Line Items page.

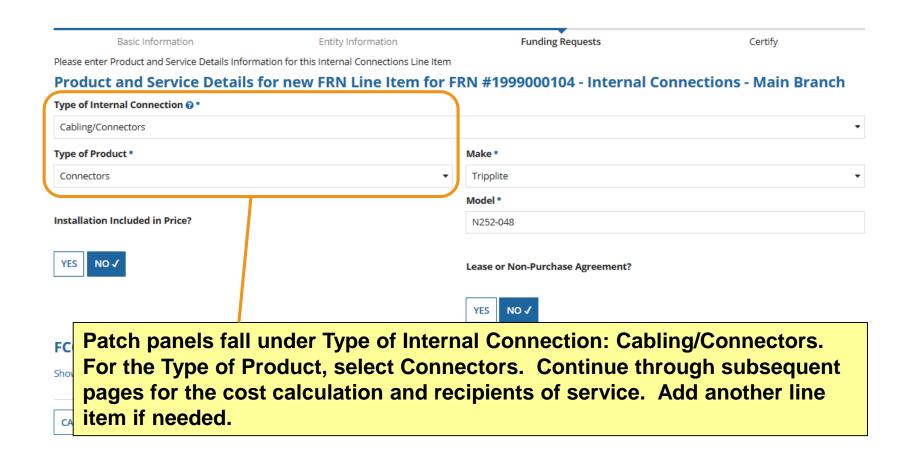


\$1,500.00

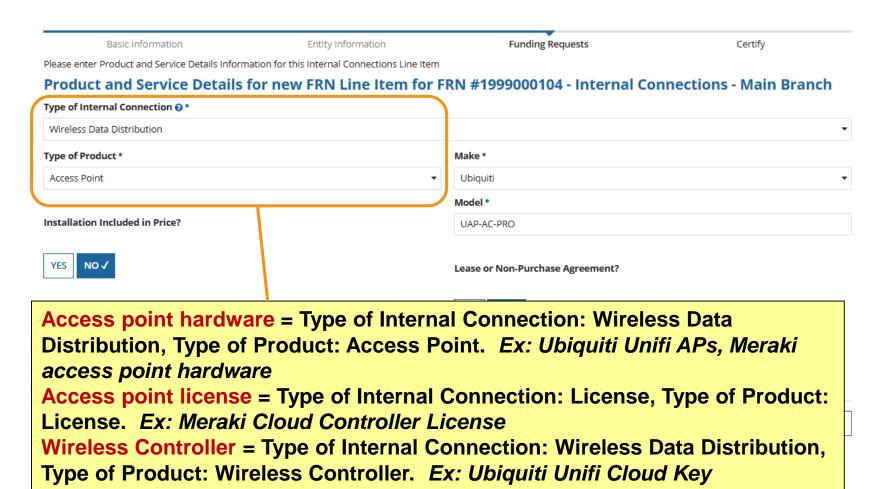
FRN Line Items Page



Example Line Item: Patch Panels



Example Line Item: Access Points

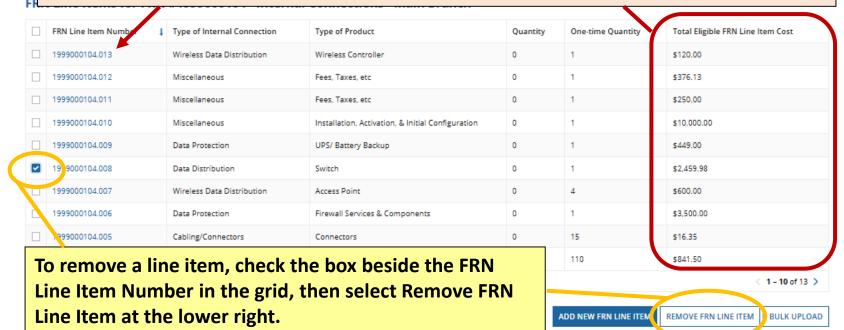


Example Line Item: Installation

For installation, choose Type of Internal Connection: Miscellaneous and Type of Product: Installation, **Activation, & Initial Configuration.** Basic Information Please enter Product and Service Details Product and Service Details for new RN Line Item for FRN #1999000104 - Internal Connections - Main Branch Type of Internal Connection @ * Miscellaneous For the Make, choose Make * Type of Product * Other. You can type the Installation, Activation, & Initial Configuration Other vendor's name in the Enter the Make * 'Enter the Make' field Installation Included in Price? Vendor Name and type 'installation' in Model* NO the Model field. YES ✓ Installation Lease or Non-Purchase Agreement? For the installation line item, vou can check Yes for YES NO √ 'Installation Included in No on Lease or Non-Price?'. **Purchase Agreement.** CANCEL CONTINUE

FRN Line Items Page

Check your line items! The totals in the right-hand column should match the extended cost on the contract (minus any ineligible costs). To edit line items, click on the FRN Line Item Number in the left-hand column to re-open the line item pages.



FCC Form 471 Help

BACK

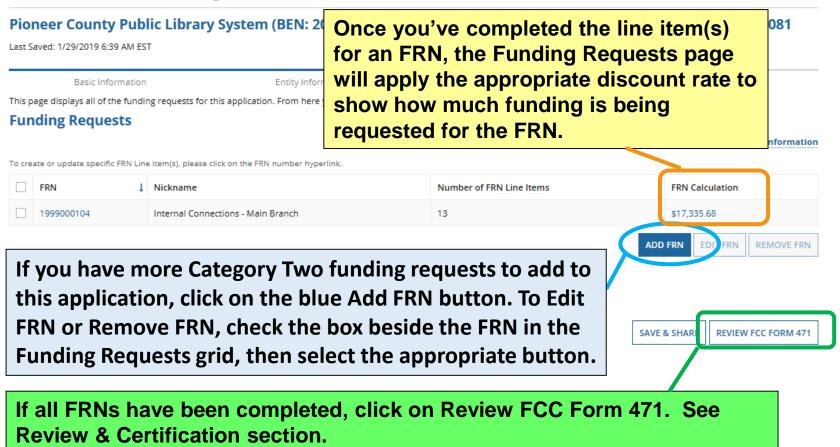
Show Help

Once all the Internal Connections line items for my contract have been added, I can click on Continue to return to the Funding Requests page.



Funding Requests Page

FCC Form 471 - Funding Year 2019



Example FRN: Basic Maintenance of Internal Connections

Example of a funding request for recurring Basic Maintenance of Internal Connections (BMIC) on library-owned equipment

Return to Guide to Walkthrough Slides (slide 57)

Return to Presentation Contents (slide 2)

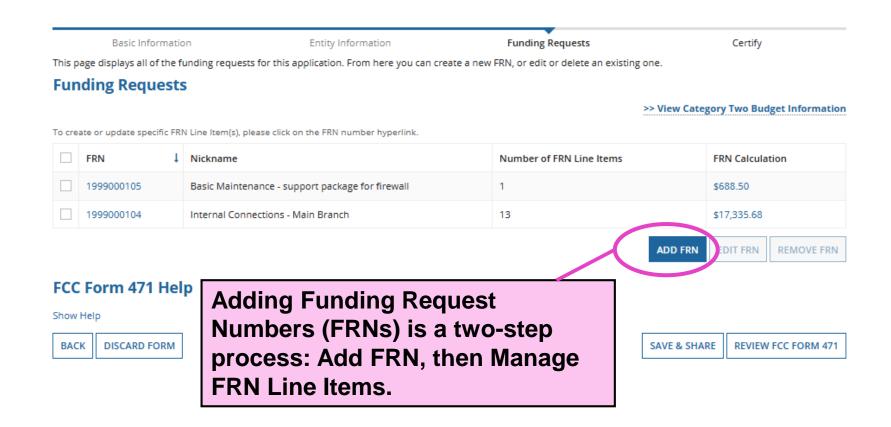
Understanding this FRN

Part 1: E-rate Eligible Equipment	Qty.	Estimated Hours	Unit Price	Extended Price for 12 months
Extreme Networks 48-port Switch – part #	2			
Summit X460-G2-48p-10GE4				
Meraki MX84 firewall appliance (part #	<mark>1</mark>			
MX84-HW) with 5-year license (LIC-MX84-				
SEC-5YR)				
SonicPoint ACe wireless access point and PoE	3			
injector – part # 01-SSC-0724				
Orion Power Systems Pro 1500 RTX 1500VA	2			
UPS/battery backup – part # NP1500RTX	_			
Total for E-rate Eligible Equipment	8	120 hours	\$65/hour	\$7,800.00

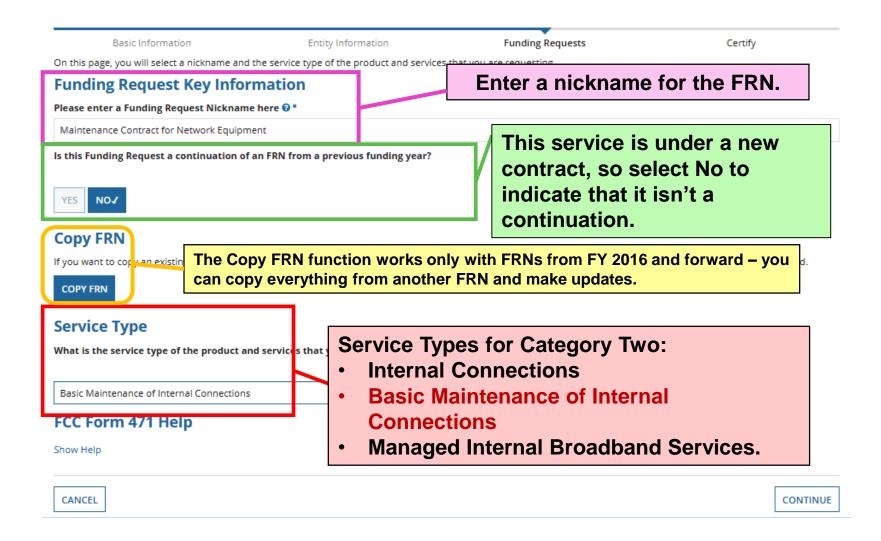
Part 2: E-rate Ineligible Equipment				
Dell PowerEdge C4130 Rack Server – part	1	30 hours	\$65/hour	\$1,950.00
#SNPCPC7GC/32G				

This FRN will cover a Basic Maintenance of Internal Connections contract for repair/maintenance on E-rate eligible networking equipment owned by the library.

Adding Funding Requests



Funding Request Key Information



FRN Contract

Basic Information Entity Information **Funding Requests** Connectivity Information Certify Next, you will identify the purchasing agreement type for the product and services you are requesting. **FRN Contract** How are the services for this FRN being purchased? Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN. **CONTRACT** ✓ MONTH-TO-MONTH TARIFF FCC Form 471 He Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you Show Help choose Contract, you must add the contract CANCEL CONTINUE BACK information to your library's profile.

Associate a Contract (1/2)

If you choose Contract, you must search through contracts added to your library system's profile. By default, you can click on search to see all contracts associated with the library's BEN.

Next, you will associate a cont	ract to your FRN. Please sea	rch for a contract below and s	elect one to associate it to	the FRN.			
Associate a Cont	ract						
Search by Creating Organiza	ation BEN		Search by Nickname (A	All or Partial)			
208							
Please note that BEN is a require your result.	ed field and you can use other	search fields to narrow down	Search by Contract No				
Search by Contract ID							
	Check the	box beside	the approx	nriato		CLEAR FILTER	SEARCH
Contract ID Co			= = =			Organization BEN	
	*	and the cont		S WIII			
5337	appear be	low – see ne	ext slide.				
53.8		Pioneer County Network4U Ba Internal Connections Contract		1/26/2019	208	_	
		D					

Associate a Contract (2/2)

Contract Summary - Pioneer County Network4U Basic Maintenance of Internal Connections Contract 2019-2021

Contract Number

Establishing FCC #190000191

Form 470

Award Date 1/26/2019

Expiration Date (All Extensions) When you check a contract from the search results, the Contract Summary will appear.

02)

Extensions

Total Remaining Contract Length

Pricing Confidentiality

There is no rule, statue, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? 0 *

07/01/2019

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? 🕡 *

06/30/2021

FCC Form 471 Heln

The service start date will automatically appear as 7/1/2019. Add the contract expiration date (without voluntary extensions you haven't exercised.) In this case, the 24-month contract will end on June 30, 2021.

ONTINUE

Narrative

Basic Info

Narrative

Provide a brief expl Request. You shoul you were unable to Help your application reviewer by explaining your request. In this example, I've briefly described the equipment being maintained under this contract and how the service will be billed. Also, the library's square footage will increase due to renovations, so I've explained added a note about the new total square footage.

ding

ted to FRN"

application review process.*

Repair & maintenance contract for the main branch switches, firewall, access points, and battery backup. This service will be billed at \$65.00 per hour for up to 120 hours during Funding Year 2019.

The main branch renovations will be complete in December 2019 and will add 5,000 square feet of interior space for a total square footage of 17,000.

Remember—if you request additional C2 funding because your square footage will increase during the funding year, you will be asked to supply documentation to verify the new square footage—THIS DOCUMENTATION MUST BE DATED PRIOR TO THE DATE YOU CERTIFY YOUR FORM 471.

BACK CANCEL

Save & Continue to return to the Funding Requests page.

SAVE & CONTINUE

Manage FRN Line Items

Funding Requests Basic Information Certify Entity Information This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one. **Funding Requests** >> View Category Two Budget Information To create or update specific FRN Line Item(s), please click on the FRN number hyperlink. Number of FRN Line Items FRN Calculation FRN Nickname Maintenance Contract for Network Equipment 1999000106 0 Basic Maintenance - support package for firewall 1999000105 \$688.50 1999000104 Internal Connections - Main Branch 13 \$17,335.68 ADD FRN EDIT FRN REMOVE FRN The second part of adding a funding FCC Form 47 request is to Manage FRN Line Items. Show Help Click on the funding request number. BACK DISCARD FORM SAVE & SHARE **REVIEW FCC FORM 471**

Add New FRN Line Item

	Basic Information		Entity Information	Funding Requests	Certify
This p	page displays all of the funding	request line	e items for this FRN. Click on a	line item number below to edit the	e line items and their recipients of service.
FRI	N Line Items for FR	N #199	9000106 - Mainter	nance Contract for Ne	etwork Equipment
	FRN Line Item Number	1	Type of Product Being Maint	ained Total Eli	igible FRN Line Item Cost
	You haven't created a	any FRN Lin	e Items yet. Click the 'Add Nev	v FRN Line Item' button to start crea	ating your first FRN Line Item.
FCC	Form 471 Help			ADD NEW FRN LINE ITEM	REPLOVE FRN LINE ITEM BULK UPLOAD
Show	Add as m needed.	For the	nis Basic Mair ections reques		SAVE & SHARE CONTINUE

Product and Service Details

Basic Information Entity Information Funding Requests Certify

Please review the information below for this Basic Maintenance of Internal Connections Line Item

Product and Service Details for new FRN Line Item for FRN #1999000106 - Maintenance Contract for Network Equipment

Type of Product Being Maintained

Basic Maintenance of Internal Connections

Total Quantity of Equipment Maintained 🕢 *

8

Provide the total quantity for all equipment types being covered at the entity

FCC Form 471 Help

Show Help

CANCEL

List the quantity of equipment to be maintained. Based on the maintenance contract, there are 8 pieces of equipment that will be maintained (2 switches, 1 firewall, 3 access points, and 2 UPS/battery backups.

CONTINUE

Cost Calculation

Cost Calculation for new FRN Line Item for FRN #1999000106 - Maintenance Contract for Network Equipment

Monthly Cost	
Monthly Recurring Cost	\$650.00
Monthly Recurring Ineligible Costs	\$0.00
Monthly Recurring Eligible Costs	= \$650.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$7,800.00

In this example, my repair/maintenance contract is billed each month as the vendor performs service; the cost is \$65/hour for an estimated 120 hours of service for the year. If the vendor bills me each month, the average monthly cost is \$650.

Show Help

One-Time Cost	
One-time Cost	\$0.00
One-time Ineligible Cost	\$0.00
One-time Eligible Cost	= \$0.00
Summary	
Total Eligible Recurring Costs	\$7,800.00
One-time Eligible Cost	+\$0.00
Pre-Discount Extended Eligible Line Item Cost	= \$7,800.00

In order for the Summary of total costs to calculate (bottom right), you must enter something in every field. I've added zeroes for the one-time costs, but you may complete these fields differently depending on how your vendor handles invoicing.

BACK CANCEL

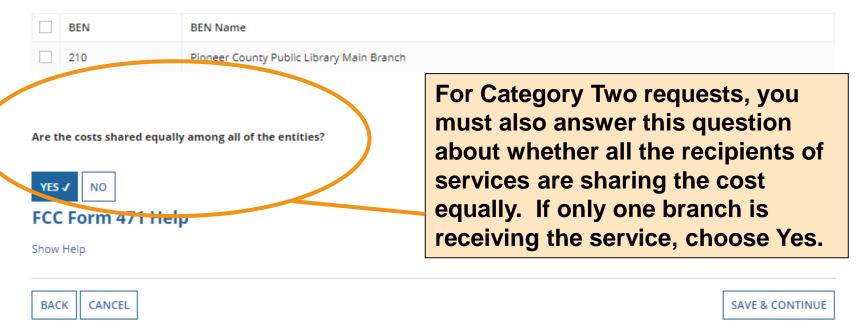
SAVE & CONTINUE

Select Recipients (1/2)

Next you will select Pecinient	ts of Service for your Line Item	
Manage Recipients of Service Is every entity for this organization receiving service? YES NO /		Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question.
All Entities		
	you wish to include as recipients of serving entity number in the field above. SEN Name Pioneer County Public Library Main	branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities. Remember: administrative buildings are not eligible for C2 and will not appear
211	Pioneer County Bookmobile	on this list!
Selected Entities	BEI	N Name

Select Recipients (2/2)

Selected Entities



Recipients of Service

Basic Information Entity Information Funding Requests Certify

Next, you will review the costs allocated across your Recipients of Service

Recipients of Service for FRN Line Item #1999000106.001

The Total Eligible Line Item Cost of \$7,800.00 has been allocated equally to the entity(ies) below.

BEN	Name 1	Eligible Cost per BEN
210	Pioneer County Public Library Main Branch	\$7,800.00

FCC Form 471 Holp

Show

IOW I

The recipient(s) of service selected on the previous page will be listed along with the eligible cost. Click on Continue to return to the FRN Line Items page.



FRN Line Items Page

Continue to return to the Funding Requests page.

DISCARD FORM

BACK

Entity Information Funding Requests Basic Information Certify This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service. FRN Line Items for FRN #1999000106 - Maintenance Contract for Network Equipment FRN Line Item Number ↓ Type of Product Being Maintained Total Eligible FRN Line Item Cost Basic Maintenance of Internal Connections 1999000106.001 \$7,800,00 ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM **BULK UPLOAD** FCC Form 471 Help I have only 1 line item for this FRN, so I can click on

CONTINUE

SAVE & SHARE

Funding Requests Page

Basic Information

This page displays all of the funding requests

Funding Requests

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

Certify

ne.

wo Budget Information

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

	FRN ↓	Nickname	Number of FRN Line Items
~	1999000106	Maintenance Contract for Network Equipment	1
	1999000105	Basic Maintenance - support package for firewall	1

If you have more Category Two funding requests to add to this application, click on the blue Add FRN button. To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.

\$6,630.00 \$688.50

ADD FRN EDIT FRN REMOVE FRN

\$17,335,68

If all FRNs have been completed, click on Review FCC Form 471. See Review & Certification section.

REVIEW FCC FORM 471

Example FRN: Managed Internal Broadband Services

Example of a funding request for Managed Internal Broadband Services (MIBS or Managed Wi-Fi) through a continuing contract

Return to Guide to Walkthrough Slides (slide 57)

Return to Presentation Contents (slide 2)

Understanding this FRN

Managed Wi-Fi Service Contract

Contract period: July 1, 2017 to June 30, 2018

Contract is renewable for two additional 1-year periods if customer requests a renewal at least 30 days prior to the contract expiration.

Pioneer Wi-Fi Services will handle configuration, management, and upgrades for Wi-Fi infrastructure owned by customer.

Equipment covered under contract	Qty.	Unit Price	Ext. Price
Dell Networking N1548 Switch – part # 463- 7710	2		
SonicWall TZ600 firewall appliance – part # 01-SSC-0219	1		
SonicPoint ACe wireless access point and PoE injector – part # 01-SSC-0724	3		
Total		\$200/month	\$2,400.00

This FRN will cover a contract for Managed Internal Broadband Services (MIBS or Managed Wi-Fi). A third party will configure and provide daily monitoring for the equipment that allows patrons and staff to access the library's Wi-Fi. Contract is 1 year with 2 optional 1-year extensions. An extension has been exercised for the 3rd year of the contract – we'll use the Copy FRN feature to bring up details from last year's funding request.

Adding Funding Requests

Basic Information **Entity Information Funding Requests** Certify This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one. **Funding Requests** >> View Category Two Budget Information To create or update specific FRN Line Item(s), please click on the FRN number hyperlink. Number of FRN Line Items FRN Calculation FRN Nickname 1999000106 Maintenance Contract for Network Equipment 1 \$6,630,00 Basic Maintenance - support package for firewall 1999000105 \$688.50 Internal Connections - Main Branch 13 \$17,335,68 1999000104 **ADD FRN** DIT FRN REMOVE FRN **Adding Funding Request** Numbers (FRNs) is a two-step process: Add FRN, then Manage SAVE & SHARE **REVIEW FCC FORM 471** FRN Line Items.

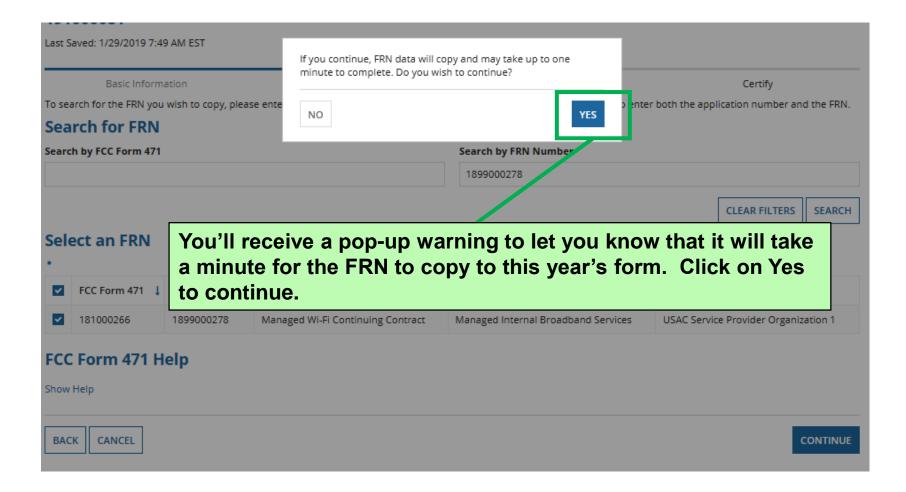
Funding Request Key Information

On this page, you will select a nickname and the service type of the product and services that you are requesting **Funding Request Key Information** Please enter a Funding Request Nickname here 🕢 * Enter a nickname for the FRN. Managed Wi-Fi Contract Continuation Is this Funding Request a continuation of an FRN from a previous funding year?* Skip this question for now. YES NO Copy FRN If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCI L has been issued for the FRN, the approved version of the FRN will be copied. This service is under a **COPY FRN** continuing contract, so select Yes. Service Type What is the service type of the product and services that you are requesting? This information will be filled Please select a value in automatically by the Copy FCC Form 471 Help FRN feature. Show Help CANCEL CONTINUE

Copy FRN: Search

To search for an FRN to copy into this year's form, you'll need to know the FRN number or the Form 471 # it appeared on. I recommend the Search by FRN Number feature because it's more precise (less likely to select the wrong FRN). Basic Information To search for the FRN you wish to copy, please enter either the FCC Form 471 number or the FRN number. You do not need to enter both the application number and the FRN. Search for FRN Search by FCC Form 471 Search by FRN Number 1899000278 CLEAR FILTERS SEARCH Select an FRN FCC Form 471 I FRN Number FRN Nickname Service Type Service Provider Name 181000266 Managed Wi-Fi Continuing Contract Managed Internal Broadband Services 1899000278 USAC Service Provider Organization 1 FCC Form 471 Help Check the box beside the FRN you want to copy, then click on continue.

Copy FRN – Pop-Up Warning



Copy FRN - Wait to Refresh

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - Funding Year 2019 Category Two application - Form # 191000081

Last Saved: 1/29/2019 7:49 AM EST

Basic Information

Entity Information

Funding Requests

Certify

FRN is copying and may take up to one minute to complete. Please hit refresh to check if FRN copy is complete.

à

REFRESH

While the FRN is being copied to the form, you'll see a spinning circle. Wait about 20 seconds before you click on Refresh. If you click too soon, EPC will start the copy process again and you'll have to wait.

Copy FRN – Successful

Pioneer County Public Library System (BEN: 208) - Funding Year 2019 Category Two application - Form # 191000081

Last Saved: 1/29/2019 7:49 AM EST

Basic Information

Entity Information

Funding Requests

Certify

FRN has been successfully copied.

Program rules prohibit the funding of duplicate services, which means different funding requests cannot contain services that provide the same functionality to the same population in the same location during the same period of time.

Your FRN has been copied in your current FCC Form 471. As you navigate through the FRN, you must review all of the copied data. Please keep in mind:

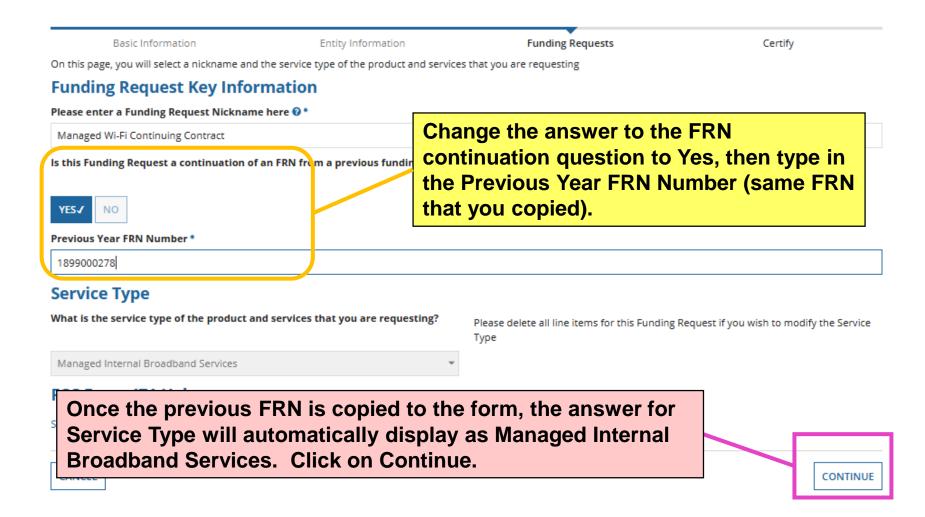
- To the extent that the current year form does not have the same fields as the form you are copying, the data will not be copied.
- Copy FRN will not copy Service Start and Service End Dates. When entering these Start and End dates, please ensure that the Recipients of Service and the appropriate cost in the line items are correct if the months of service are different from the original FRN.
- Copy FRN will copy all Recipients of Service. Please make sure that the Recipients of Service associated with each line item are valid for the current Funding Year.

You can now edit the copied FRN.

CONTINUE

After clicking on Refresh, you'll see the notice above if the FRN was copied successfully. Click on Continue

Back to Funding Request Key Info



FRN Contract

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.



TARIFF

MONTH-TO-MONTH

FCC Form 471 Help

Show Help

BACK

CANCEL

The purchase type—Contract—will already be checked since this information was pulled from the previous FRN. Click on Continue.



Update Contract Expiration

Contract Summary - Pioneer Wi-Fi Services 2017

Contract Number 11562

Establishing FCC #170005614
Form 470

Award Date 3/1/2017

Expiration Date (All 6/30/2020
Extensions)

The summary for the contract on the copied FRN will appear automatically.

Remaining Voluntary 2 Extensions

> Total Remaining 36 Contract Length

Pricing Confidentiality

There is no rule, statue, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)			
What is the service start date? •	What is the date your contract expires for the current term of the		
07/01/2019	contract? • *		
Enter the date when services will start for this Funding Year	06/30/2020		
Enter the date when services will state for this rainting real			

ECC Forms 474 Holy

Update the service start date and contract expiration. Services for Funding Year 2019 start on 7/1/2019. The last voluntary extension has been exercised, so the contract expiration is 6/30/2020 (end of FY 2019).

Update Narrative

Basic Info

Narrative

Provide a brief ex regarding this Fu Update the Narrative field, if needed. I've added a note that an extension has been exercised. Also, the library's square footage will increase, so I've added a note about the new total square footage.

counts, entity relationsnips, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process.*

Managed Wi-Fi services for the Main Branch. Contract covers Dell Networking N1548 Switch, a SonicWall TZ600 firewall appliance, and 3 SonicPoint Ace wireless access points with PoE injectors. Extension for 3rd year of contract has been exercised. The Main Branch current square footage is 13,000, but renovations will increase the square footage to 17,000 in December 2019. No Category Two funds have been previously committed to this branch.

Remember—if you request additional C2 funding because your square footage will increase during the funding year, you will be asked to supply documentation to verify the new square footage—THIS DOCUMENTATION MUST BE DATED PRIOR TO THE DATE YOU CERTIFY YOUR FORM 471.

t was

Save & Continue to return to the Funding Requests page.

SAVE & CONTINUE

Funding Requests Page

Funding Requests Basic Information Entity Information Certify This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one. **Funding Requests** >> View Category Two Budget Information To create or update specific FRN Line Item(s), please click on the FRN number hyperlink. FRN Nickname Number of FRN Line Items FRN Calculation 1999000108 Managed Wi-Fi Continuing Cont BEST PRACTICE FOR COPY FRN: Click on the FRN Number to go to the line 1999000106 Maintenance Contract for New item page. Review each line item, Basic Maintenance - support pa 1999000105 particularly checking for one-time fees Internal Connections - Main Bra 1999000104 like installation that should be removed for the 2nd, 3rd, etc. years of the contract. FCC Form 471 Help Show Help BACK DISCARD FORM SAVE & SHARE **REVIEW FCC FORM 471**

Manage FRN Line Items

Funding Requests Basic Information Entity Information Certify This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service. FRN Line Items for FRN #1999000108 - Managed Wi-Fi Continuing Contract Type of Managed Service Total Eligible FRN Line FRN Line Item One-time Quantity Number Agreement Quantity Item Cost Managed services contract of 1999000108.001 \$2,400,00 already installed equipment ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM **BULK UPLOAD** FCC Form 471 Help Click on the FRN Line Item Number to Show Help open and review the line item created using Copy FRN. DISCA BACK SAVE & SHARE CONTINUE

Product and Service Details

Funding Requests Basic Information Entity Information Connectivity Information Certify Please enter Product and Service Details Information for this Managed Internal Broadband Services Line Item Product and Service Details for FRN Line Item #1899000274.001 Type of Managed Service Agreement 🕡 * Managed services contract of already installed equipment FCC Form 471 Holn For this example, the Copy FRN filled in the option used on last year's Form 471 to indicate that the library owns and has already installed the equipment. The options for Type of Managed Service Agreement are: Managed and Leased from a third party service provider Managed by a third party service provider, and purchased from them or other vendors Managed services contract of already installed equipment.

Cost Calculation

Cost Calculation for FRN Line Item #1999000108.001

Monthly Cost	
Monthly Recurring Cost	\$200.00
Monthly Recurring Ineligible Costs	\$0.0
Monthly Recurring Eligible Costs	= \$200.0
Months of Service	x 12
Total Eligible Recurring Costs	= \$2,400.00

One-Time Cost	
One-time Cost	\$0.00
One-time Ineligible Cost	\$0.00
One-time Eligible Cost	= \$0.00
Summary	
Total Eligible Recurring Costs	\$2,400.00
One-time Eligible Cost	+ \$0.00
Pre-Discount Extended Eligible	- \$2,400,00

The Copy FRN feature has already entered \$200 as the Monthly Recurring Cost, and the form automatically calculates that the Total Eligible Recurring Costs will be \$2400 for the entire year. When using Copy FRN, make sure to remove any one-time setup fees that no longer apply to subsequent years of a contract.

Line Item Cost

BACK CANCEL

SAVE & CONTINUE

= \$2,400.00

Recipients of Service

Basic Information Entity Information Funding Requests Certify

Next, you will review the costs allocated across your Recipients of Service

Recipients of Service for FRN Line Item #1999000108.001

The Total Eligible Line Item Cost of \$2,400.00 has been allocated equally to the entity(ies) below.

BEN	Name 1	Eligible Cost per BEN
210 Pioneer County Public Library Main Branch		\$2,400.00

MANAGE RECIPIENTS OF SERVICE

FCC Form 471 Help

The Copy FRN feature has already put in the main library branch as the Recipient of Service. You can click on Manage Recipients of Service to make updates, but this is highly unlikely for a continuing contract.

CONTINUE

FRN Line Items Page

Basic Information Entity Information Funding Requests

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1999000108 - Managed Wi-Fi Continuing Contract

FRN Line Item Number	Type of Managed Service Agreement	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
1999000108.001	Managed services contract of already installed equipment	1	1	\$2,400.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

FCC Form 471 Help

Show Hel

Now that I've reviewed the line item, I can click on Continue to return to the Funding Requests page.

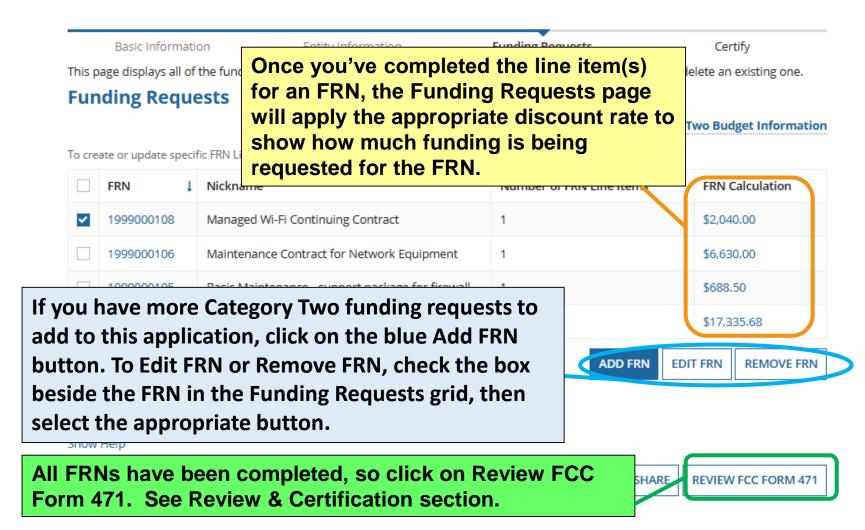
BACK

DISCARD FORM

SAVE & SHARE CONTINUE

Certify

Funding Requests Page

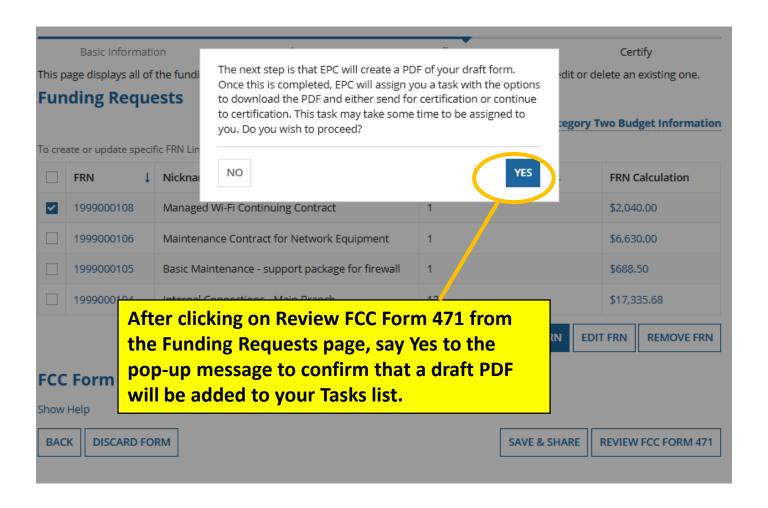


Review & Certification Slides 125-131

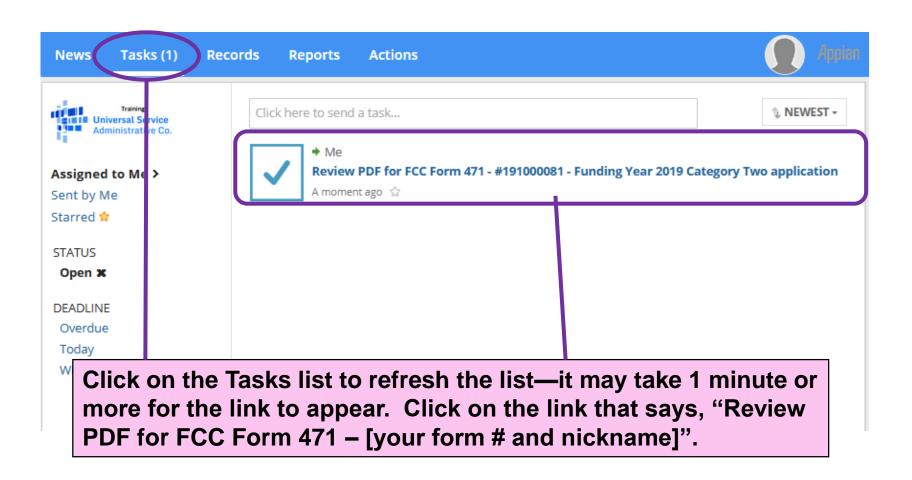
Return to Guide to Walkthrough Slides (slide 57)

Return to Presentation Contents (slide 2)

Proceed to create draft PDF



Review PDF for FCC Form 471



Let KDLA review your form

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 2 application - Form # 191000081

Last Saved: 1/29/2019 9:00 AM EST

Please download and carefully review this FCC Form 471 before certifying.

Download Document Link

USAC_FCC_FORM_471_APPLICATION_191000081_DRAFT

By checking this box, I certify that the information in the PDF document above is correct.

FCC Form 471 Help

Show Help

Once you're positive that the form is correct, check the box below the download link and click on Continue to Certification.

EDIT FORM

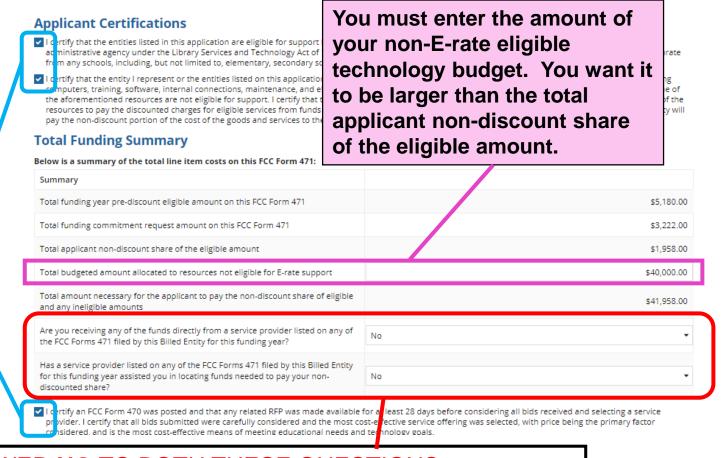
SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

If you find errors in the draft PDF, click on Edit Form to return to the beginning of the form and make changes.

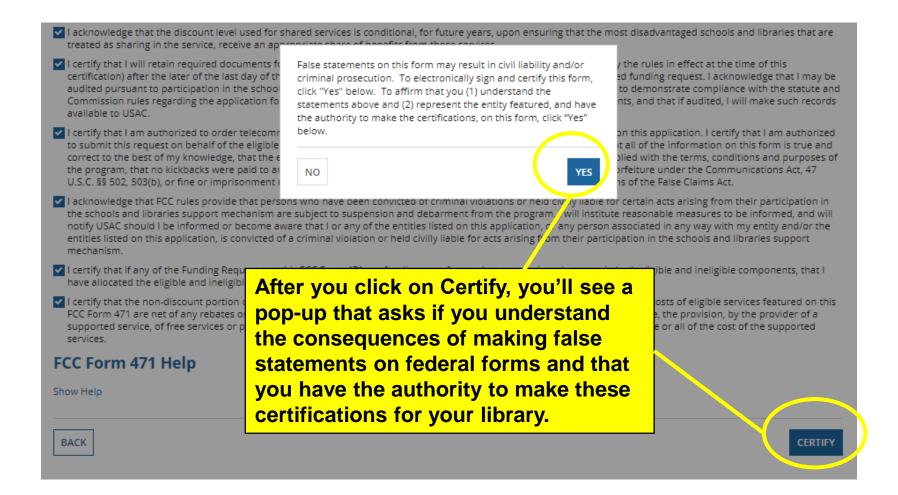
Certifications & Budget

You must check the boxes for all certifications. Only library-specific certifications will be shown.



ANSWER **NO** TO BOTH THESE QUESTIONS or your funding could be denied!!!

Certify



Certifier Confirmation

Certification Confirmation

Pioneer County Public Library System (BEN: 208) - Funding Year 2019 Category Two application - Form # 191000081

Last Saved: 1/29/2019 9:06 AM EST

Basic Information

Entity Information

Funding Requests

Certify

You have successfully filed FCC Form 471 #191000081 for FY 2019

Certification Date

1/29/2019 9:06 AM EST

Authorized Person

Name Lauren Abner

Title KDLA Technology Consultant

Employer Pioneer County Public Library System

Address 100 Main Street

Boonesburg, KY 40069

Phone 502-564-1728

Email library.system10.user1@mailinator.com

Please click here to access your certified FCC Form 471 PDF

FCC Form 471 Help

This link will take you directly to the Summary page for the FCC Form 471. However, if you navigate there immediately after certifying, the generated PDF copy of the certified Form 471 won't yet be available.

Print the Certifier Confirmation page for your records, then click on Close. If you don't close the Certifier Confirmation page, you'll periodically receive email reminders about this as a pending Tasks in E-rate Productivity Center.



After You've Certified

Return to Guide to Walkthrough Slides (slide 57)

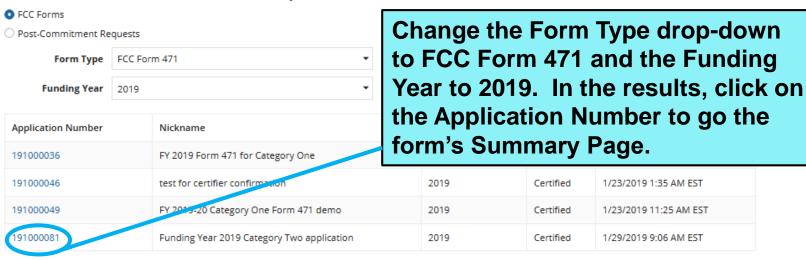
Return to Presentation Contents (slide 2)

FCC Forms and Post-Commit Requests



To print the final PDF copy of the Form 471, return to My Landing Page and scroll to the bottom section for FCC Forms and Post-Commitment Requests.

▼FCC Forms and Post-Commitment Requests

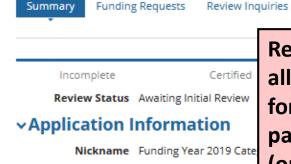


Download Final PDF copy

Records / FCC Forms 471

Funding Year 2019 Category Two application - #191000081

Discount Calculation



Reminder: E-rate retention rules require you to keep all E-rate documents for 10 years after the last date for service in the funding year. Funding Year 2019 paperwork must be kept until at least June 30, 2030 (or September 30, 2030 for Category Two).

Entity Information

Scroll

FCC Form 471 Generated Documents

From the Summary page for your Form 471, click on the Original Version link at the bottom to download and print the final PDF copy that shows the certifications.

Related Actions

FCC Form 471 Version
Original Version

itted

Receipt Acknowledgement Letter (1/2)

Records / FCC Forms 471

Funding Year 2019 Category Two application - #191000081

Summary

Funding Requests

Review Inquiries

Discount Calculation

Entity Information

News Felated Actions



E-rate Productivity Center This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received Pioneer County Public Library System's FCC Form 471 - 191000081 for Funding Year 2019 on 1/29/2019. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the pr listed on your FCC Form 471 are correct and complete, and if nec corrective action as soon as possible. You are allowed to correct not others. For fields that allow a correction, you will be able to e field directly. To determine what corrections are allowed and wh Ministerial and Clerical Errors" on our website.

NEXT STEPS

 Gather the documentation you used to complete your form and NSLP numbers, list of entities receiving services, ...More

Funding Year 2019 Cat... #208 Funder County .

3 minutes ago ☆ Comment More Info ▼

Use the horizontal menu to switch from the Summary tab to the mini News feed for your Form 471. The only entry will be for the Receipt Acknowledgement Letter (RAL) – you won't get a paper copy. Click on the time stamp at the bottom left of the entry. The time stamp may say, "A moment ago", or "x hours ago" on the day you file the Form 471.

An entry for the RAL will also appear in the general News feed tab in the bright blue menu bar at the top of EPC.

Receipt Acknowledgement Letter (2/2)



E-rate Productivity Center This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received Pioneer County Public Library System's FCC Form 471 - 191000081 for Funding Year 2019 on 1/29/2019. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the products and services you have listed on your FCC Form 471 are correct and complete, and if necessary, take the appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form, but not others. For fields that allow a correction, you will be able to edit the information in the form field directly. To determine what corrections are allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

NEXT STEPS

- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving services, Category Two cost allocations) so that you can respond to questions from USAC about your form.
- Retain documentation showing that you have complied with all standards, with all statutes and E-rate program rules for at least 10 years after the last day of service delivered.
- Remember that applicant budgeted funds to provide necessary resources MUST NOT come directly or indirectly from a service provider.
- Work with your service provider to ensure timely delivery of discounted services.
- You can view your entire Form 471 by clicking the link below.
- You can access the Funding Request report using the link provided in More Info section.

Please keep a copy of this notification for your records. To print this notification, click on the Date below, and use your browser's print function.

4 minutes ago 🏠 🔒 Comment Hide Info -Application 191000081 Number Entity Number 208

Certification Date Jan 29, 2019

Funding Reguest https://portal-training.usac.org/suite/tempo/actions Report /item/ksB0YLZsM4yuY0N6bli5jCQCCPDn1MeHVae8oOG5TUGvU uRZ GOU5WJyWE2rSSEsnWWNRHizSJ2XLOYCkYlkmDOrcY

Print the full view of the **Receipt Acknowledgement** Letter (RAL) the same way you print a normal webpage; use File>Print in your browser menu, or tap Ctrl+P on your keyboard to open your printer prompt.

You can ignore the Funding Request report link at the bottom; it opens search opens for certified Form 471 entries.

RAL Modification Requests (1/2)

- Some mistakes on the Form 471 may be corrected before USAC issues a funding commitment. These changes are called RAL Modification Requests, and they may be made after you receive the Receipt Acknowledgement Letter (RAL) but before funding is committed. Such corrections include:
 - Simple data entry errors such as transposed letters and numbers, misplaced decimal points
 - Incorrect citations: Contract #, 470 #, urban/rural status
 - Edits to information about eligible entities

RAL Modification Requests (2/2)

Records / FCC Forms 471

Funding Year 2019 Category Two application - #191000081

Summary Funding Requests Review Inquiries Discount Calculation Entity Information News Related Actions

Respond to Inquiries Answer Reviewer Questions.

Submit Modification Request (RAL)
Submit a RAL Modification Request for this Application

To submit a Modification Request, navigate to your certified Form 471 from My Landing Page. On the horizontal menu, click on Related Actions, then Submit Modification Request (RAL). Contact the KDLA Technology Consultant for assistance.

PIA Application Review

- Program Integrity Assurance (PIA) may request additional documentation to determine whether your application complies with E-rate rules, including:
 - Eligibility of library branches listed on your application
 - Eligibility of the products and services listed on your funding request(s)
 - Your competitive bidding process, including your adherence to the 28-day posting requirement
- Email notices will direct you to the E-rate Productivity Center to view and respond to questions. You have 15 days to reply to PIA requests. If you need help, contact lauren.abner@ky.gov. I receive notices if you don't reply after the first week.

See next page for example PIA request email

PIA Request Email

From: portal@usac.org [mailto:portal@usac.org] On Behalf Of i Sent: Friday, April 20, 2018 11:55 AM E-rate Review Information

E-rate Review Information

Today's Date: 4/20/2018 Response Due Date: 5/7/2018 Contact Name: Applicant Name: 1 FCC Form 471 Application Number: 1810

Dear Applicant

We are in the process of reviewing your Funding Year 2018 FCC below. Please note that EPC allows you to begin working on you submitting your answers. Click "Submit" only when you have an

· Eligibility of Products and Services Click here to respond to inquiries

USAC Homepage

If you have any questions as you work through your responses to e-mail to submit your responses to the PIA review inquiries. US. EPC. Again, please be sure to provide complete responses to all

2018 example email with links to view application review questions in EPC. The subject line will say something like, 'E-rate Review Information', and will include the Form 471 #.

before

use

Extension" button. located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be

Common PIA Questions

Eligibility of Products & Services

- Didn't list the SKU? Now's your chance!
- Purchasing a rack are you housing E-rate eligible equipment in it?
- Eligibility of the Entity If you have a new entity number for a new branch, you'll have to show that the branch is eligible to participate in E-rate – ask the KDLA Technology Consultant for this information.

Category Two Budget

- Requesting more funding due to construction/renovation? Show proof of the square footage
- Have your requests exceeded your available C2 pre-discount budget? Confirm what line items to remove from the funding request.

Funding Commitments

- Based on previous years, USAC will begin releasing funding in waves a few weeks after the Form 471 filing window closes. Once a Form 471 is reviewed, USAC will issue a Funding Commitment Decision Letter (FCDL) indicating which FRNs were funded and in what amounts.
 - Applicants receive a PDF copy by email when FCDLs are issued.
 FCDL can also be accessed again through My Landing Page in the E-rate Productivity Center. You will NOT receive a paper copy of the FCDL for FY 2019.
 - After receiving an FCDL, applicants must file a Form 486 to make CIPA certifications before any funding can be released for invoicing. The FY 2019 Form 486 may be available immediately after funding waves begin.

Post-Commitment Changes Slides 143-148

Service substitutions, SPIN changes, and the Form 500

Return to Presentation Contents (slide 2)

Service Substitutions (1/2)

- Service Substitutions are now filed in the E-rate Productivity Center
- Submit a Service Substitution if the product/service you listed on the Form 471 is no longer available or the equipment is not compatible with your library's existing equipment – request must be submitted & approved before you can complete E-rate invoicing for the affected FRN(s)
- Product or service must serve the same function
 - Example: substitute one firewall for another firewall if the particular model requested goes out of stock, but you can't use that funding to get a rack enclosure instead – not the same function

Service Substitutions (2/2)

- Can't receive more funding than the amount already committed for the original product or service
 - If the substituted product/service is more expensive, the library will have to pay the difference for those higher costs
- Instructions are found on the USAC website:
 - http://usac.org/sl/applicants/before-youredone/service-substitutions.aspx

SPIN Changes

- The SPIN associated with your funding request(s) can be updated in some situations:
 - Corrective SPIN change used when you accidentally listed the wrong SPIN on the Form 471 or when mergers cause the SPIN to change
 - Operational SPIN change used when you are forced to find another vendor due to vendor's bankruptcy or vendor's inability to provide services
- For more information, see:
 - http://usac.org/sl/applicants/before-youre-done/spinchanges/default.aspx

Form 500 (1/2)

- Reasons to file the Form 500:
 - Adjusting the Service Start Date on a previously filed Form 486
 - To adjust the Contract Expiration Date listed on the Form 471
 - To request an extension of the service delivery and installation deadline for non-recurring services (example – construction/renovation delays causing C2 installation delays)
 - To cancel or reduce the amount of an FRN (irrevocably!)
 - To notify USAC of an equipment transfer within the three year prohibition on equipment transfers due to a temporary or permanent entity closure

Form 500 (2/2)

- As of December 2016, the Form 500 is filed in the E-rate Productivity Center
 - For Funding Year 2016 funding requests and forward, the form is filled out electronically
 - For Funding Year 2015 funding requests and prior, you must download a paper copy of the form, fill it out by hand, and then upload it in the E-rate Productivity Center
- More information on USAC website:
 - http://usac.org/sl/applicants/before-youre-done/500filing.aspx

Wrap-Up Slides 149-153

Return to Presentation Contents (slide 2)

Resources

- KDLA's E-rate page
 - https://kdla.ky.gov/librarians/programs/erate/Pages/default.aspx

USAC Schools & Libraries homepage

- www.usac.org/sl
- USAC Client Service Bureau
 - 1-888-203-8100 or through your <u>E-rate Productivity Center</u> account
- E-rate Central
 - https://e-ratecentral.com/

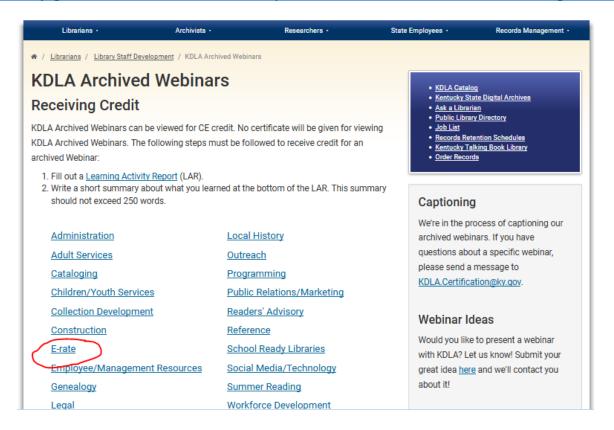
Sign up for KYTECH LISTSERV®

- For Library Technology Support Staff:
 - KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
 - TO SUBSCRIBE: Send a blank message to: joinkytech@listserv.ky.gov
- E-rate updates and reminders are posted to KYTECH

Archived Recording

In the next week, the recording of this presentation will be posted on the KDLA Archived Webinars page:

https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx





For E-rate questions or for assistance with filing forms, please contact KDLA.

Lauren Abner Technology Consultant lauren.abner@ky.gov (502) 564-1728

Please complete KDLA's survey for this webinar: https://www.surveymonkey.com/r/ErateForm471forCategoryTwoFundingYear2019



KDLA's E-rate support is funded in part by the IMLS Grants to States program.

Return to Presentation Contents (slide 2)